



**City of Phoenix**

## *Employment Opportunity* **Express Sales Manager**

[www.phoenix.gov/jobs](http://www.phoenix.gov/jobs)

### **RECRUITMENT DATES**

Recruitment may close when we have received a sufficient number of qualified applications.

### **SALARY**

\$48,838 – \$72,925 annualized effective July 12, 2010. Appointment can be made above the minimum depending upon qualifications.

### **BENEFITS**

The City of Phoenix offers a wide variety of comprehensive benefits programs. For information on the benefits offered with this position, please visit: <http://phoenix.gov/jobs/supvr.html>

### **QUALIFICATIONS**

Requires three years of experience in hospitality sales and marketing including booking, contracting, scheduling and planning multiple events for a convention center, hotel, or other large public use facility, and a Bachelor's Degree in Business Administration, Marketing, or other relevant field. Other combinations of experience and education that meet the minimum qualifications may be substituted.

A well-qualified candidate will possess the minimum qualifications plus:

- Public assembly management experience
- A high level of understanding of marketing/sales techniques
- The ability to work with diverse clients
- Good oral and written presentation skills
- Ability to work irregular hours, shifts, weekends, holidays and evenings
- Available for limited travel (primarily in-state)

### **DUTIES**

This position is responsible for all aspects of short-term meeting business in the Phoenix Convention Center and Venues. Work involves handling all sales inquiries and requests; conducting site visits; advising of services available within the complex and from outside contractors and other community organizations; contracting; coordinating and planning the details of the events; and executing the actual event to provide one point of contact for the short-term meeting business segment.

### **HOW TO APPLY**

Apply online by completing the required information and attaching your cover letter and resume. In your cover letter or resume, please describe your experience as it relates to the qualifications and duties stated above.

**YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT.** Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

AA/EEO/D Employer - 135 N 2<sup>nd</sup> Ave, Phoenix, AZ 85003 Job Line: (602) 534 – JOBS (5627)

This publication can be provided in an alternative format upon request.

Call: (602) 495-5703 Fax (602) 495-5498 TTY: (602) 261-8687



**City of Phoenix**

# Employment Opportunity **Express Sales Manager**

[www.phoenix.gov/jobs](http://www.phoenix.gov/jobs)

## **WHAT YOU NEED TO KNOW**

- The City of Phoenix conducts pre-employment screening for all positions. The screening may include a drug screening, criminal background check, verification of work history, academic credentials, licenses, personal references and certifications. Other screenings may be conducted based on the level of responsibility, access and requirements of the position or Department.
- All City employees must be in compliance with the City's residency policy within 24 months after hire and must maintain compliance throughout employment. The policy can be found at <http://phoenix.gov/EMPLOY/residency.html>
- For more important information related to employment with the City of Phoenix, please visit: [www.phoenix.gov/jobs](http://www.phoenix.gov/jobs)
- If you need assistance applying for this job, please contact our HR Center at 602-262-6277.

## **REFERENCE**

Sales Manager, Job Code #27120, ID #3779, EE, Q, ~CB~

City of Phoenix employees demonstrate continuous effort to improve operations, decrease turnaround time, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **City of Phoenix Vision & Values**

We are dedicated to serving our customers.  
We work as a team.  
We learn, change & improve.  
We work with integrity.

We value and respect diversity.  
We each do all we can.  
We focus on results.  
We make Phoenix better!