

**POSITION TITLE: Jr. Sales Associate**

Employment Type (FT,PT,Contract): Ft  
Rate of Pay: Based on Experience  
Job Location: Hamilton  
Hours of Work: 40  
Start Date: ASAP  
Application Deadline: October 31, 2019

**COMPANY NAME: Carmen's Group**

Street Address: 77 James Street N. Unit 300  
Phone: 905-381-9842  
Fax: N/A  
Email: khatch@carmensgroup.com  
Website: www.carmensgroup.com/careers

**General Description of Duties:**

- ☐ **Prospecting and soliciting both new and repeat corporate and social business from the Greater Hamilton area.**
- ☐ **Conduct sales calls and be the first point of contact for clients.**
- ☐ **Conduct event sales appointments with prospective clients, showing them the facility and providing them with service offerings.**
- ☐ **Utilize effective sales techniques to promote special events at the Hamilton Convention Centre, bringing the clients vision to life.**
- ☐ **Conduct follow up sales appointments as required on any leads.**
- ☐ **Communicate details effectively to the Event Coordinator to support their efforts in planning the event for the guests.**
- ☐ **Work with various internal departments to ensure seamless customer contact and delivery**
- ☐ **Respond to customer needs and concerns in a friendly, timely and efficient manner.**
- ☐ **Stay current with industry trends, adapt to information regarding product innovations, competitors and market conditions.**
- ☐ **Attend regularly scheduled team meetings prior to all events to guarantee successful execution.**
- ☐ **Other related duties as required**

**Skills and Experience Required:**

- ☐ **1 - 2 years of sales experience with both inside and outside sales.**

- ☐ **Post-secondary education within business administration, hospitality or a related field is required.**
- ☐ **Experience within the hospitality, special events, or tourism industry is considered an asset.**
- ☐ **Superior interpersonal and communication skills; written and verbal.**
- ☐ **A team-oriented mindset with a drive to deliver extraordinary results.**
- ☐ **Customer service mindset as well as a high level of ethics and integrity.**
- ☐ **Flexible work schedule, including evenings and weekends.**

**How to Apply:**

Email resumes to [khatch@carmensgroup.com](mailto:khatch@carmensgroup.com) or apply online at <http://carmensgroup.com/careers/>

**Carmen's Group is an entertainment and hospitality company committed to creating extraordinary memories for our guests and clients. Driven by our passion, creativity, innovative thinking, and world class service, we have remained industry champions for over 35 years. We are committed to enriching the lives of our guests through providing one of a kind experiences at each of our venues including Carmen's Banquet Centre, The Best Western Premier C Hotel by Carmen's, The Lakeview by Carmen's, and The Hamilton Convention Centre by Carmen's. We are devoted to bringing excitement to Hamilton and Southern Ontario, and to enhancing the image of Hamilton with every strategic initiative we pursue.**

**Carmen's Group makes certain there is an equal employment opportunity for all employees and applicants for employment. Carmen's Group will strive to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify Human Resources upon scheduling your interview.**

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