

GROUP SALES SPECIALIST

Boone Hall Plantation & Gardens

Boone Hall Plantation is looking for a Group Sales Specialist to promote and coordinate quality and quantity group tours.

The Group Sales Specialist will be responsible for the promotional activities and sales strategies to generate a robust group sales business at Boone Hall Plantation & Gardens. This individual will have accountability for maintaining and generating school, youth, camp, affinity, corporate, and tour & travel group experiences at Boone Hall. This position will act as a key representative of Boone Hall to these groups and support Boone Hall's commitment to providing excellent customer service and operational support to deliver memorable and outstanding experiences.

ESSENTIAL FUNCTIONS

- Establish and maintain productive working relationships with external tour coordinators.
- Develop and implement strategies and tactics to produce sales from schools, youth groups, camps, affinity, corporate, and tour and travel group segments.
- Work with senior staff members to create, promote and schedule in person guided, educational group tours for schools, youth groups, corporate, and tour & travel groups.
- Maintain data for each group visit.
- Develop and oversee the production of sales materials.
- Track and respond to all group visit inquiries.
- Attend appropriate trade shows/webinars to promote group sales at Boone Hall.
- Engage with city and regional tourism and other entities to promote and grow our group sales program.
- Plan and implement familiarization tours with group sales contacts.
- Act as the main point of contact with Group leaders including welcoming and checking-in groups when they arrive.
- Receive training and assist the team as needed including but not limited to special events, marketing promotions, educational programs.
- Perform other functions as directed.

The position's essential functions listed above describe the general nature and scope of work. Other responsibilities, duties and skills may be required and assigned, as needed.

KNOWLEDGE AND ABILITIES

- Must possess a valid driver's license.
- Excellent customer service and communication skills, oral and written.
- Self-starter with ability to produce attendance and revenue goals with limited supervision.
- Strong organizational and time management skills.
- Team player, flexible, innovative, with an interest in history and agriculture is a plus.

EDUCATION AND EXPERIENCE

- Minimum of (5) five years' related experience.
- Bachelor's degree.

REQUIREMENTS

- Be able to pass criminal background requirements.

Work Authorization/Security Screening

- Authorized to work in the U.S.

TO APPLY:

Boone Hall Plantation offers an excellent work environment, benefits, generous time off package and competitive salary. To apply for this opportunity, please fill out our online application: <https://www.boonehallplantation.com/employment/>