



Visit Dublin GA  
102 Travel Center Blvd.  
Dublin, GA 31021  
VisitDublinGA.org

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**Visit Dublin GA Convention and Visitor's Bureau is currently hiring for a Group Sales Manager. The ideal candidate will possess a high level of energy, enthusiasm, creativity, and aggressiveness in the market. Additionally, the candidate should be able to think on his or her feet, be resourceful, and possess the ability to switch-task throughout the day. This candidate should also demonstrate excitement for and expertise on a destination nationally recognized for its growing tourism industry.**

**Job Functions:**

- Generate demand and secure contracts for corporate, leisure and association markets for Dublin GA's hotel properties and event space.
- Prospect new clients and pioneer new business relationships
- Attend trade shows individually to generate RFP's for group business opportunities
- Assist in the production and distribution of sales collateral and promotional items
- Offer new marketing and sales ideas, particularly where they apply to group business
- Engage with hotel and community partners. Communicate on a consistent basis with hotel staff
- Attend industry networking events
- Lead the coordination of site visits, FAM tours, client receptions and workshops

**Qualifications:**

- Preferred minimum of three years experience in tourism/DMO, hotel, association sales or management
- Bachelor's Degree in tourism, hospitality, marketing or business
- Proficient use of Microsoft Office, Word Press, IOS and social media
- Ability and willingness to travel locally and nationally to events and trade shows, as well as work occasional nights and weekends.

Benefits:

- Personal development as approved by the Executive Director
- Professional memberships as approved by the Executive Director

Those interested in applying should send a resume to [rebecca@visitdublinga.org](mailto:rebecca@visitdublinga.org)