



Sales and Administrative Associate:

The Pines Resort on Beautiful Bass Lake is seeking qualified help in the Sales/Administration Department to fulfill our client needs. The candidate must be a professional and previous sales experience is required (Food & Beverage knowledge is a plus, but we are willing to train the right person). Must be able to work any shift, including weekends, evenings and holidays.

Main responsibilities, but not limited to:

- Maintaining efficient sales office procedures for productive use of staff time and insure the maintenance of accurate and updated account files and follow-up procedures.
- Monitoring and directing sales leads to appropriate managers, providing motivation, support, encouragement, and direction to all members of the sales department. Make face-to- face sales calls.
- Assisting in the creation of the Marketing and Sales plans.
- Maintaining all sales systems, such as sales records and reports, conference calendar, traces of history and potentials, logs of groups not previously accommodated and mailing lists.
- Ensuring the prompt and systematic servicing of all business accounts (i.e., tracing, booking, contracting, communicating with resort departments, and following up with group for feedback and future bookings).
- Identifying and analyzing competition, both locally and regionally.
- Working with administration team to insure optimum results in cooperative sales, marketing and advertisement campaigns.
- Administrative duties, which may include minor accounting and office assistant work.

Those possessing the desired experience and skill set, will be contacted for an immediate interview. Please send your cover letter and resume to ldarling@basslake.com.