

Houstonfirst

Job Posting

Position:	Facility Revenue Specialist
FLSA:	Exempt
Department:	Sales
Reports to:	Dir of Revenue & Control and VP of Market Strategy
Reporting Location:	Houston First – Partnership Tower
Working Hours:	Monday through Friday, 8:00 a.m. - 5:00 p.m.

SUMMARY: To seek and capitalize on revenue management opportunities relating to group and convention meeting business. Administer the George R. Brown Event Calendar and recommend facility rental and food and beverage minimums for new and repeat business

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (individual duties, assignments and responsibilities required of the position)

- Maximize revenue opportunities as defined by peak and valley periods
- Closely manage the convention center space requirements to hotel room occupancy ratios
- Prepare Business Evaluation to assess business value and research group's history
- Manage Ungerboeck database and data entry
- Assess, analyze and price group business strategies
- Design and communicate tactics to optimize revenues via sales proposals and space utilization at the GRB
- Run monthly space optimization and utilization reports and save on share drive
- Monitor and collect rental payments as prescribed in license agreements
- Monitor contracts to match proposal and to ensure accuracy
- Understand and utilize the Sales System (Ungerboeck) to update and document client accounts
- Ensure all information for bookings is complete, accurate and up-to-date in the Ungerboeck system
- Generate reports for event calendars, event history, budget, pace, forecasting, attendance, rentals, etc.
- Generate Post event financial critique and evaluation for ALL Citywide groups on a timely basis.
- Process License Agreements in the Sales System (Ungerboeck) for ALL events
- Other duties and special projects as required

SUPERVISORY RESPONSIBILITIES: (personnel supervision, budgets, performance, etc.)

- This position has no supervisory responsibility

EDUCATION AND/OR EXPERIENCE: (special training, certifications, college degree, etc.)

- Bachelor's Degree in Business Administration or Hotel & Restaurant Management
- Minimum 2 years work experience in the meeting planning or hospitality industry
- Event/venue management experience preferred

KNOWLEDGE, SKILLS AND ABILITIES: (technical, communication, interpersonal, etc.)

- Computer literacy is required, including Excel, MS Word, PowerPoint
- Effective communication including oral, written and listening skills
- Ability to handle multiple tasks and maintain control and order
- Ability to work with minimal supervision and maintain a quality work product
- Ability to multi-task and work in a high volume and stressful environment

MISCELLANEOUS:

- Must pass a pre-employment drug test

WORK ENVIRONMENT: (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maybe available to work a flexible schedule including evenings, weekends, holidays and when required to meet operational needs.
- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions

ANNUAL SALARY: Commensurate with experience

POSTING DATE: August 30, 2019

CLOSING DATE: Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at hfjobapplications@houstonfirst.com

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.