



Memberton

WELCOMING THE WORLD!

EMPLOYMENT OPPORTUNITY

Job Title: Sales and Events Manager
Department: Membertou Trade and Convention Center
Reports To: General Manager

About the Role:

The Sales and Events Manager is responsible for generating business for the Membertou Trade and Convention Centre (MTCC). The position develops plans and strategies to increase business, supports the work of the sales team, and provides leadership toward achieving maximum profitability and growth.

The role combines hospitality sales, business development, client relationship management, revenue planning, market awareness and sales-team leadership. The Sales and Events Manager works closely with the General Manager and hospitality partners to strengthen MTCC's visibility, respond to market needs and deliver excellence in the hospitality industry.

Duties and Responsibilities:

- Promote the uniqueness of MTCC as a convention Centre setting and identify prospective companies and organizations through innovative research techniques.
- Negotiate rates on an annual basis with existing clients and work in partnership with the sales team when responding to Requests for Proposals (RFPs).
- Maintain and foster productive working relationships and communication with the Hampton Inn by Hilton Sydney Hotel and identify creative ways for the two entities to achieve excellence in hospitality.
- Maintain a full understanding of market needs and coordinate with the General Manager to adjust MTCC products and services accordingly.
- Maximize revenues through strategic planning for food and beverage, meeting rooms, and other revenue-driving and up-selling opportunities.
- Plan, organize and carry out telemarketing, direct sales, site visits and other sales activities.
- Travel regionally and locally to promote and sell the Membertou Trade and Convention Centre.
- Build, promote and maintain excellent customer and guest relationships.
- Prepare and analyze budget targets and report on and execute short- and long-term sales activity goals.
- Continuously develop selling skills, including negotiation, decision-making, rate management, organization and communication.
- Provide leadership to the Sales Department, promote teamwork and a positive working environment, and provide training and performance management for the sales team.
- Attend association meetings and maintain proactive participation in community committees, professional organizations and industry activities that may benefit the facility, promote tourism, increase visibility or support sales growth.

Other Responsibilities:

- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job-related duties and and/or department.
- Other department related duties as required by the General Manager.

Required Qualifications and Certifications:

- Tourism and Hospitality Management degree or certification is considered an asset.
- 3 to 5 years of sales experience in hospitality sales, including meeting room and convention experience.
- Excellent interpersonal, presentation, written and verbal communication skills.
- Experience and ability to work effectively in a fast-paced environment.
- Flexibility in working hours to attend client events as required.
- Ability to manage a large account base.
- Strong organizational, time-management and multi-tasking skills.

- Strong creativity, sales judgement and the ability to develop and execute long- and short-term sales activity goals.
- Ability to foster long-lasting relationships with guests and actively participate in industry-related events

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Scott Thomas
47 Autwen Ma'sl Awti
Membertou, NS B1S-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Wednesday, September 16th, 2026, at 4:30 PM AST.

***Thank you for applying, however, only those selected for an interview will be contacted.
Membertou reserves the right to pause, extend or revoke this posting at any time without notice.***