

## WE'RE HIRING: Director, Global Accounts

**Job Type:** Independent Contractor  
**Job Location:** Remote - Home Based Office  
**Hours:** Flexible (Set Own Hours)  
**Compensation:** Commission Based

### Who We Are:

Strategic Site Selection is Canada's leading independent Hotel and Venue Sourcing company. Over fifteen years established, with clients ranging from large National Associations to Fortune 500 corporations, our business thrives on our people. Our culture demands dedication, integrity, intelligence, and resiliency.

The heartbeat of our brand includes growth, creative ideation, personal care, passion for planning, empathy, kindness, and care for each other. We provide a flexible work environment, while being challenged, forward thinking, and fun. We are a fierce driven team. We put our clients first and proudly celebrate a work hard/play hard methodology.

### What We're Looking For:

An independent, sales-driven individual with Hospitality & Tourism and/or Meetings & Events industry experience. In keeping with Strategic Site Selection's Mission to provide The Best Site Selection Experience, the Director of Global Accounts will be responsible for landing and managing his/her own accounts, guiding their clients every step of the way throughout their site selection process.

### Duties:

- Develop sales lists to keep the sales funnel full;
- Prepare Requests for Proposals (RFPs) and distribute to suitable venues via Cvent;
- Summarize proposal from hotels;
- Negotiate guestroom rates, meeting space and liabilities with the hotels;
- Track progress, including but not limited to potential clients, sales calls, actual programs working on, contracts, room nights booked, total guestrooms picked up, commissions collected, and other metrics as required;
- Update sales opportunities and contracts within the Company's CRM tool, Salesforce;
- Conduct sales calls and face-to-face meetings with potential clients (per sales targets);
- Keeping current, detailed notes on each account, contact, and opportunities in the company CRM (Salesforce) based on SOP and training provided;
- Weekly reporting on sales activities and goals progress;
- Contribution to Company knowledge sharing via established platforms e.g.: Microsoft Teams, Emails, Team Calls, etc.;
- Liaise with clients, suppliers and others in a professional manner, responding to client and supplier inquiries within 24 hours;
- Contribute to the growth of the Company, which is to grow contracted guestroom numbers each year;
- Conduct sales calls, face to face meetings with potential clients, attend networking events, and other activities to maintain an active sale cycle;
- Other services as required and agreed upon between both parties.

### Qualifications:

- Strong sales background with 3+ years of experience in the Hospitality & Tourism and/or Event Planning industries;
- Self-motivated with ability to work well independently from a remote based home office;
- High energy individual with a winning attitude and an entrepreneurial spirit;
- Strong organizational and time management skills with ability to recognize and meet deadlines in a fast-paced work environment;
- Interpersonal skills - ability to deal professionally with individuals both internally and externally while resolving issues and meeting objectives and timelines.

### Interested?

Submit your resume to  
[hilarym@strategicsiteselection.com](mailto:hilarym@strategicsiteselection.com)

### WEBSITE

[www.strategicsiteselection.com](http://www.strategicsiteselection.com)

