



Title: Tour & Leisure Travel Sales Manager
Position Reports to: Director of Sales
Salary: Based on experience +/- commission
Employment: Annually

Fox Harb'r Resort is a 5 Star, 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

General Description: The Tour & Leisure Travel Sales Manager is responsible for driving revenue by attracting individual travelers, couples, and golf groups seeking memorable vacation experiences. This role involves developing tailored packages, promotions, and strategies that appeal to the leisure market. The Tour & IT Travel Sales Manager works closely with travel agents, tour operators, and online travel platforms to ensure that the hotel's amenities—such as spas, restaurants, and recreational activities—are effectively marketed to prospective leisure travelers.

The ideal candidate will possess a deep understanding of leisure trends, excellent relationship-building skills, and the ability to develop compelling marketing campaigns that highlight the unique features of the property.

Qualifications & Requirements:

- Strong knowledge of Word, Excel & Outlook
- Experience with Resort Suites an assets
- Minimum of one-year Guest Service experience
- Excellent oral and written communication skills
- Professional telephone manner and presentation
- Proven ability to effectively solve problems and make decisions
- Must be highly organized, results oriented with the ability to be flexible, work well under pressure and must have exceptional guest service skills.
- May be required to work outside regular work hours
- Develop and implement sales strategies to attract leisure travelers, including golf groups, couples, and individual vacationers
- Collaborate with travel agents, tour operators, and online travel platforms to promote hotel packages
- Create appealing vacation packages that highlight the property's unique amenities such as spa services, restaurants, recreational activities, and local attractions
- Monitor market trends and competitor activity to identify opportunities and ensure competitive positioning
- Build and maintain relationships with key leisure travel partners
- Work closely with the marketing team to ensure consistent messaging across all platforms
- Prepare and present sales reports, forecasts, and performance metrics
- Attend travel trade shows and industry events to promote the property and build a strong network.
- Knowledge of travel booking platforms and online marketing techniques
- Strong analytical skills to track sales performance and market trends

Human Resources Department, Ann Jeffreys

Email: hr@foxharbr.com Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



Responsibilities:

- Be fully knowledgeable of all resort rates, packages, activities, and events to provide accurate information to guests and partners
- Handle all aspects of Leisure, Group Leisure, and FIT (Free Independent Traveler) room reservations, including accepting, confirming, modifying, or canceling bookings
- Manage reservations for golf, spa, and outdoor activities with complete knowledge of the resort's offerings
- Develop and maintain reservation standards for both group and FIT bookings to ensure seamless guest experiences
- Input 3rd-party rate parameters into the POS system and ensure relevant staff are trained on the specific obligations of agreements
- Oversee rate yield management specific to Tour & Leisure Travel (FIT) to ensure rates are continuously updated and properly programmed on public websites
- Provide weekly occupancy forecast reports to be distributed to all resort leaders for planning and operations purposes
- Produce and analyze the Pace Report (Pick Up Report) to track booking trends and occupancy levels
- Ensure that all guest special requests are properly followed through, including room blocking, VIP treatment, and frequent guest preferences
- Coordinate and communicate special guest, member, or group requirements to all appropriate departments to guarantee a seamless guest experience
- Manage FIT operator reservations, house accounts, and billing to ensure accurate financial handling
- Complete site tour activities where needed specific to the role
- Complete all reasonable additional assignments as required to support overall resort operations

At Fox Harb'r Resort, we know every employee is a valued part of the team.

Our benefits include:

- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products and Activities
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member Education Funding and Bursary Program
- Team Member housing availability

Fox Harb'r Resort is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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