



Job Posting

Reservation Sales Agent – Full Time, Year-Round

Reporting directly to the owner of the Silver Star Stays, as a Reservation Sales Agent you will assist our guests with their booking needs which includes answering guests' questions, making travel suggestions, and finalizing reservations as well as working on projects with the team at Silver Star Stays.

Reservation Sales Agent Responsibilities:

- Assisting and advising guests who may be choosing from a variety of property options
- Finalizing reservations for guests
- Answering any questions regarding our properties or their stay at Silver Star Mountain
- Actively assisting guests and creating new opportunities to increase our guest lists
- Seasonal Silver Star Stays projects
- Other daily tasks such as updating spreadsheets, websites, and other documents
- Pro-active Marketing
- Social Media Updates

Reservation Sales Agent Requirements:

- Valid Drivers License
- Work with minimal supervision
- Excellent customer service and problem-solving skills
- Experience working in sales as a successful closer, with strong follow up skills
- Excellent written and verbal communication skills
- Proficient computer and online skills – will train on our programs used
- Multi-tasking and time-management skills with the ability to prioritize tasks
- Proficient in Microsoft Office Suite and Google Drive

This position allows you to work from home with the occasional trip to Silver Star Mountain to work at the properties and from the Silver Star Stays main office. The successful applicant must be able to work flexible hours to accommodate the operational needs of Silver Star Stays with mostly weekday shifts (Monday to Friday), with some evenings and weekends.

This position has growth potential – we are looking for the right person that could potentially grow with Silver Star Stays continues to expand. We offer top wages along with three weeks vacation, flexibility, and a great team environment. If you are the person that can work effectively on your own, has creative ideas and can think outside the box then this position is for you!

Please email resume and cover letter to lindsay@silverstarstays.com with the subject line: Reservation Sales Agent. Closing date for applications will be Wednesday, October 19, 2022