



JOB DESCRIPTION

Diamond Marketing / Sales Leadership Trainee - (SVM00002I)

JOB SUMMARY

The **Diamond Leadership Trainee** participates in a series of on-the-job rotational assignments in key areas of marketing including Concierge, OPC, Special Events, and the National Call Center. In addition to this on-the-job training, the Trainee will be offered a comprehensive University of Excellence curriculum in leadership, management and technical areas. Functional overviews and meetings to obtain a strategic viewpoint of the Company and Marketing expectations will also be included in this 9-month program. Extensive travel is expected during the course of this program. After this term, although not guaranteed, the intention of the program is to place successful candidates (i.e. program graduates) into full time positions with the Company.

ESSENTIAL JOB FUNCTIONS

Receives training and performs duties in several Marketing divisions.

Learns line and staff functions, operations, management viewpoints, and Company policies and practices that affect each phase of business.

Observes experienced workers to acquire knowledge of methods, procedures, and standards required for performance of departmental duties.

Receives training in functions and operations of related divisions to facilitate subsequent transferability between divisions and to provide greater promotional opportunities.

Attends every class, webinar, or training initiative in a timely fashion and with dedication.

Completes required homework, activities, or exercises as instructed by relevant mentors and/or supervisors.

Thoroughly studies the content and materials of each relevant module, performing further research on each topic, and ensuring that the maximum level of knowledge is acquired on each subject covered throughout the program.

After the completion of each module, creates and conducts a presentation of that relevant module in front of a group of selected panel members.

Successfully passes frequent written and verbal testing, in the form of informal memos and formal presentations and examinations.

Successfully passes the bi-monthly appraisals that will be conducted by the appointed mentor in order to stimulate and encourage peak performance.

Communicates with management and mentorship team on a regular basis.

Communicates ideas, goals, interests, needs, and concerns to the mentor.

Sets performance goals and objectives with upper management.

Monitors performance progress with management and key mentors.

Honors confidentiality: establishes and maintains the mutual respect and trust needed for the risk-taking associated with learning and professional growth.

Works with management and assumes supervisory responsibilities during rotation assignments

Completes all required Company trainings and compliance courses as assigned.

Adheres to Company standards and maintains compliance with all policies and procedures.

Performs other related duties as assigned.

EDUCATION

Bachelor's degree in Management, Business Administration, Communications, Organizational Leadership, Entrepreneurship, Professional Selling, or other related major.

Minimum 3.0 cumulative undergraduate GPA.

EXPERIENCE

A minimum of six (6) months of experience in a sales environment required (retail, business to business, commission or quota based).

A minimum of one (1) year of proven leadership experience required (athletics, academics, professional, clubs, politics, etc.).

SUPERVISORY RESPONSIBILITIES

This position does not include any supervisory responsibilities.

LICENSE & CERTIFICATIONS

Driver's Licenses (non-commercial) - must be state-specific.

SKILLS & ABILITIES

This position requires the capability to understand and follow both oral and written directions as well as knowledge and usage of correct business English and office practices. Must be able to communicate effectively with others, analyze and resolve problems, maintain effective working relationships, and interact successfully with internal and external customers.

Specific skills and abilities include, but are not limited to the following:

Strong communication and relationship building skills.

Advanced organizational skills.

Ability to create a comprehensive presentation and effectively present in front of a large group of senior leaders.

Proven leadership skills on campus, within the community, and/or at work.

Able to handle rejection and work through anticipated opposition to achieve a sale.

High level of dedication.

High level of energy, enthusiasm, and passion for sales and marketing.

Ability to be geographically mobile.

Ability to travel overnight for extended periods of time.

Computer proficiency in Microsoft Word, Excel and Outlook.

Understand how to develop and implement business strategies.

Ability to interpret and create policies, procedures and manuals.

Excellent customer service skills.

Proficient in time management; the ability to organize and manage multiple priorities.

Ability to take initiative and effectively adapt to changes.

Able to establish and maintain a cooperative working relation.

Ability to interpret and create spreadsheets.

Able to use sound judgment; work independently, with minimal supervision.

Strong analytical and problem solving skills.

Able to perform a variety of duties, often changing from one task to another of a different nature, with impending deadlines and/or established timeframes.

Competent in public speaking.

Performs well with frequent interruptions and/or distractions.

Intermediate math skills.

Primary Location: US-Arizona-Scottsdale

Work Locations: Scottsdale Villa Mirage

7887 E Princess Boulevard

Scottsdale 85255

Job: Sales and Marketing

Schedule: Full-time

Shift: Variable

Travel: Yes, 25 % of the Time

To apply, visit: www.DiamondResorts.com/careers. The job code is SVM000021.