



## **SALES MANAGER (TA)**

Amara Sanctuary Resort Sentosa, SINGAPORE

**Date Posted:** 7 February 2017

**Apply By:** 6 March 2017

**Department:** Sales & Marketing

**Employment Type:** Full Time

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### **JOB SUMMARY:**

To maximize sales revenue from Travel Agent segment.

### **RESPONSIBILITIES:**

1. Achieve sales target for Travel Agency revenue.
2. Develop new business and manage existing accounts with a focus on building long term relationship.
3. Engage Travel Agencies by attending to sales enquiries, making presentations, conducting site visits and negotiating to close deals.
4. Prepare sales contracts Travel Agencies and follow through.
5. Responsible for Business to Business Extranet on daily basis.
6. Attend daily debrief, weekly Sales Meeting and other meetings as required.
7. Generate daily, weekly, monthly Sales reports for submission to Management.
8. Provide information to the Sales Coordinator for updating on Sales Chart
9. Work out Profit & Loss for out-of-norm requests.
10. Conduct On-the-Job Training (OJT) for new Sales Associates.

### Others:

1. Ad hoc projects or other duties as assigned by the management.
2. Assist Sales colleague in his absence.

**JOB REQUIREMENTS:**

1. Support and uphold the company mission and core values.
2. Maintain highest standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. Driven and goal-focused.
4. High level of interpersonal and excellent communication skills.
5. Strong negotiation and persuasion skills.
6. Working knowledge of MS office applications and Hotel systems.

**QUALIFICATIONS & EXPERIENCE:**

1. GCE 'O' Levels and above.
2. 1-2 years of hotel sales experience preferably with Travel Agents.

**SPECIAL REQUIREMENTS:**

1. Available to work on weekends and public holidays when required.
2. Willing to stay beyond work hours to meet clients.

**Interested applicants may email their resume to [career@amarasanctuary.com](mailto:career@amarasanctuary.com)**