



WORLDWIDE Marketing Services

Sales Representative – Temporary Position

Due to expansion of our Office in Belgrade, we are seeking a temporary position, with a possibility of permanent engagement in due time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Exceed personal sales goals, monthly, quarterly, annually, and corporate goals and objectives through account development and maintenance.
- Responsible for assisting in increasing room night and revenue production for each account.
- Assist in contracting and optimization of relationships with assigned tour operators in Europe for all Karisma Hotels and Resorts properties
- Ensure correct, updated and prominent product exposure is in all channels of communication
- Initiate and coordinate Fam trips for all top selling and potential top selling accounts
- Establish and execute promotional activities in coordination with the Sales Director.
- Prepare & analyze reports, strategies and analysis for tour operators
- Seek out and target sales opportunities and tactics with each tour operator.
- Implement training / incentives for reservations agents, groups department, and sales teams for assigned TO accounts.
- Assist in developing yearly sources of business and budgets.
- Assist in developing yearly hotel rate structure.
- Proactively collaborate with and provide the Director of Sales essential market information, trends and with reports
- Assist the Director of Sales with developing and execution of sales strategies and actions per hotel and market.
- Attend industry, trade, events when required

- Attend meetings and/or trainings as required
- Assist with Tour Operator Price matches
- Maintain communication with all internal Regional Sales Managers to ensure all Tour Operators are being supported in their respective territories
- Ensure that all price changes and promotions are communicated and implemented in a timely manner
- Seek and acts upon performance feedback and perform additional related duties as assigned.

POSITION QUALIFICATIONS

- Bachelor's Degree in Business Administration, International Business, Hospitality or Sales related field, preferred
- Three (3) years of sales experience. Preferably in the Hospitality industry.
- Ability to analyze and resolve problems while exercising good judgment and maintaining the best interest of the property
- Ability to effectively plan and implement processes and procedures necessary to ensure effective associate relations, customer satisfaction and achievement of budgeted revenues
- Ability to exercise independent judgment
- Ability to maintain confidentiality of all guest and property information
- Ability to prioritize and organize work assignments
- Ability to work under pressure and meet deadlines
- Good-natured Team Player with Positive Attitude
- Must be reliable, responsible and dependable
- Must be able to travel internationally
- Must be detailed oriented, accurate and able to multitask
- Must have exceptional follow-up skills and be able to work independently.
- Strong communications skills, written and verbal. Ability to communicate (read and write) effectively in a business environment in English Language
- Advanced computer skills: Microsoft Office applications; Word, Excel and PowerPoint; Outlook
- Strong customer service ethics and practices

We offer a competitive salary and an excellent benefit package to our employees.

Worldwide Marketing Services adheres to providing equal opportunity to all applicants who are at least 18 years of age, regardless of race, religion, sex, age, origin or disability.