



# WORLDWIDE Marketing Services

## Sales Manager – Hospitality

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Due to expansion of our Office in Belgrade, we are seeking a Sales Manager,

### 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
- Four (4) 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.**

This Job Description is only a guideline of duties; there will be additional responsibilities added by your Supervisor as necessary.

**Please send us your CV in English Language.**