Sales Manager

Location: Shenzhen
Sector: Hospitality
Starting date: ASAP
Job Reference: CDS-2023-008

ABOUT THE COMPANY
Our client runs 34 properties with 7000 keys in the world with an enviable reputation in the hospitality industry for providing Property Management, Financial Management, Leasing Management and Senior Asset Management of the highest standard. It extends its expertise Worldwide with Regional offices in Bangkok, Hong Kong, Yangon, Singapore, Shenzhen, Australia, Spain and the United States.
Our client, through its dedicated Hotels Operations Platform manages independent properties with a hands-on approach. Its experience and creative teams provide the necessary insights and expertise in Human Resources, Sales & Marketing, Finance and Operations to guarantee a successful operation.

RESPONSIBILITIES
Mission 1
- The Sales Manager’s mission is to primarily promote the hotel and to achieve optimal sales in the best possible conditions for the company. The performance of the Sales Manager will contribute to the results and revenues of company.
- Assists in drawing up the monthly forecast and action plan by gathering market intelligence monthly.
- Keeps a written record on all potential clients and a profile of each of them.
- Organizes regular visits in accordance with a predetermined plan (Weekly and Monthly plans) regularly updated according to the market and the hotel performance.
- Prepares a monthly report recording all sales and other related activities for the preceding month.

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Mission 2

- Presents a summary of his/her visits to the Director of Sales on a weekly basis. (Weekly Sales Plan) prior to and after the week is completed.
- Ensures that the invoicing effectively corresponds to all services agreed upon and rendered.
- Ensures that all new clients have no negative credit references.
- Records the statistics of his/her sales accounts weekly.
- Records and reports all daily sales.
- Submits production reports on his/her list of accounts on a weekly/monthly basis.
- Utilizes the company mobile phone to communicate with sales office/hotel for any urgent sales business matters.
- To ensure the smooth operations of the sales team, consultation with the Director of Sales on all matters.
- The performance of the Sales Manager will be determined solely by the productivity of the overall results of company.

REQUIREMENTS

- You have 2 years Sales Manager experience at an International five-star lifestyle hotel
- Proven track record and a unique personality with ‘out of the box’ mind-set
- Knowledge of Shenzhen corporate market
- A positive, can-do attitude
- Excellent communication skills
- Proficiency in spoken and written English
- A people’s person, outgoing with great communication skills

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject: Your name | Sales Manager - Shenzhen [CDS-2023-008]

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