

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.

销售经理的主要任务是推销酒店和能够达到的最好条件下取得最佳销售成绩。销售经理的绩效将有助于公司的业绩和收入。

- Assists in drawing up the monthly forecast and action plan by gathering market intelligence monthly.
每月收集市场信息，协助制定预测和行动计划。
- Keeps a written record on all potential clients and a profile of each of them.
保持记录所有之前的、现有的及潜在的客户，并为他们每个人建立档案。
- Organizes regular visits in accordance with a predetermined plan (Weekly and Monthly plans) regularly updated according to the market and the hotel performance.
按照预定计划（每周和每月计划）组织定期访问，并根据市场和酒店绩效定期更新。
- Prepares a monthly report recording all sales and other related activities for the preceding month.
准备月度报告，记录上个月的所有销售和其他相关活动。

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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.
每周向销售总监汇报他/她的销售情况总结(每周销售计划), 它应包括之前的拜访计划和实际完成情况。
- Ensures that the invoicing effectively corresponds to all services agreed upon and rendered.
确保发票有效地符合价格及所有服务约定。
- Ensures that all new clients have no negative credit references.
确保所有新客户均无不良信用记录。
- Records the statistics of his/her sales accounts weekly.
确保每周记录销售账户的数据统计
- Records and reports all daily sales.
记录每日销售情况。
- Submits production reports on his/her list of accounts on a weekly/monthly basis.
每周/月根据他/她的客户列表提交销售产量报告。
- Utilizes the company mobile phone to communicate with sales office/hotel for any urgent sales business matters.
任何紧急销售业务, 利用公司配备的移动电话与销售办公室及运营部沟通。
- To ensure the smooth operations of the sales team, consultation with the Director of Sales on all matters.
与销售总监协商所有问题, 以确保销售团队的顺利运营。
- The performance of the Sales Manager will be determined solely by the productivity of the overall results of company.
销售经理的绩效将完全取决于公司的总体生产力。

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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