

Sales and Marketing Department

Job Description

Job Title:	<i>Sales Executive DACH (Western Europe)</i>
Place of Work:	Sales and Marketing Department
General Purpose of Job:	Increase the product awareness of Sani Resort and Ikos Resorts in the German speaking markets (and French-speaking countries when applicable) while establishing and maintaining sales strategies that meet the company's targets..
Responsible to:	Senior Sales and Marketing Manager Western Europe
Responsible for:	-

Main duties:

1. Representation of both Sani& Ikos Resorts hotel portfolio in the German speaking markets (and the French speaking markets if applicable)
2. Maintaining and developing relationships with new and existing partners in person and via telephone calls and emails.
3. Responding to incoming email and phone enquiries.
4. Acting as a contact between the company and its existing partners.
5. Site inspections of the properties with new or existing partners
6. Organizing familiarization trips for the new or existing partners
7. Office administration.
8. Weekly reporting to Sales Manager D,A,CH
9. Loading and filing in the intranet.
10. Updating the intranet.
11. Responsible for sending SPO's to existing partners.
12. Contracting with B2B partners
13. Brochure and text correction.
14. Web site and text corrections.
15. Internal handling of invoices from the partners.

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General duties:

1. To respond to any changes in the department function as dictated by the company.
2. To report for duty punctually follow the company dress codes.
3. To provide a courteous and professional service at all times.
4. To maintain good working relationships with colleagues, and all other departments.
5. To have a complete understanding of the employee handbook and adhere to the regulations contained within.
6. To have a complete understanding of and adhere to the company's policy relating to Fire, Hygiene, Health and Safety.
7. To maintain a high standard of personal appearance and hygiene at all times.

Occasional Duties:

1. To carry out any other reasonable duties and responsibilities as assigned by the Senior Sales and Marketing Manager Western Europe.