

Assistant Manager, Sales

Reporting To:	Sales Manager
Functional:	Sales & Marketing
Scope:	Sales Office
Grade:	FM 1/ FM 2

Main internal contacts	<p>Executive leadership for Fortune Park Hotels Ltd</p> <p>Sales Team</p> <p>Human Resources team</p> <p>Unit Finance Team</p> <p>Unit Front Office Team</p> <p>RSOs</p> <p>Unit Sales Teams</p> <p>RSMs</p> <p>Operations teams- Managers at CHQ and General Managers</p> <p>Owners/ OB Reps of Fortune Properties</p> <p>Staff at various Fortune Hotels.</p>
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Main external contacts	<p>Industry and non-industry Associations / Forums</p> <p>Corporates</p> <p>Embassies / Trade Commissions</p> <p>TMC</p> <p>Wedding Planners</p> <p>Event Management</p> <p>Companies</p> <p>PCOs</p> <p>PSUs</p> <p>Associations</p> <p>Production Houses</p> <p>Industry and Non Industry Forums</p> <p>Trade and Industry associations</p>
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Main objective / Context

S/he aims to achieve sales revenue goals in the leisure market set by the Corporate through specific sales strategy implementation

Main responsibilities & duties

■ Key Deliverable/ Result Area

- ▶ Responsible for Room Sales of the allocated hotels
- ▶ Identify new markets and business opportunities and increase sales
- ▶ Represent Hotels in various events
- ▶ Implements all sales action plans related to my market areas as outlined in the marketing plan.
- ▶ Conducts daily sales calls and arrange site inspection trips to hotels by corporate clients.
- ▶ Maintain close business relationships with existing clients through key sales activities.
- ▶ Maintaining a high level of exposure for the hotel in major market areas through direct sales solicitation, telephone, Social media or any other written communication.
- ▶ Conducting competitor surveys and recommending strategies based on market intelligence.
- ▶ Acquiring and developing new business accounts and preparing sales proposals for clients.
- ▶ Closely following up on all business leads within a 24 hour response timeline to clients.
- ▶ Attending all department and hotel meetings as necessary.
- ▶ Targeting key accounts potential for the company
- ▶ Focus on Acquisition of new business, to grow potential accounts from existing value to its true potential.
- ▶ Map the requirements of enterprise clients and providing them the best solution
- ▶ Achieve sales objectives, revenues by selling, up selling and cross selling varied offerings including branding options.
- ▶ Customization of the training modules for the existing clients by maintaining good relationship thereby enhance usage.
- ▶ Sales Analysis, Usage review and planning vis-a-vis product analysis on a Quarterly basis to arrive at action plan
- ▶ Closely monitoring competitor activities and assisting in planning counter strategies
- ▶ Sales management to drive both volume and value business

■ Dealing with customer enquiries and aiming to meet their expectations

- ▶ Overseeing the smooth, efficient running of the business.
- ▶ Constantly motivating the team to hit their targets and ensure company profitability;
- ▶ Meeting regularly with Sales team and the ops team to give them sales figures and plan how they approach their work
- ▶ Meeting Leadership team who advise on strategy and finding out about any local issues and future trends
- ▶ Communicating with sales consultants and providing encouragement, help and advice;
- ▶ Dealing with disciplinary matters and customer complaints.

Technical skills

Business Skills	<p>Strong Market understanding</p> <p>Ability to carry unit level interactions with clear understanding and action points relevant to hotel micro market, which can be then framed as action points</p> <p>Ability to work collaboratively and build relationships with employees across levels including people working at managed properties</p>
Computer Skills	<p>Advanced PC skills including Word, Excel, PowerPoint and Outlook. Should be able to independently create business case presentations, detailed excel reports/ analysis for internal/ external stakeholders</p> <p>Should be able to use Sales Force automations and drive utility.</p>
Communication Skills	<p>Demonstrated effectiveness in written and verbal communication</p>
Business Travel	<p>As and When required</p>

Education/Experience

Education	<p>Master's in Business Administration, IHM, Graduation, Certificate programmes in Revenue Management will be additional advantage</p>
Experience	<p>3 + years of experience in handling Unit and Regional sales</p> <p>Experience in handling team and driving collective results</p>

FPHL Leadership competencies

STRATEGIC MINDSET

- Demonstrates foresight
- Demonstrates conceptual ability
- Displays ability to sense emerging changes.
- Spots trends and patterns and identified key issues from a mass of data/information.
- Grasps information quickly; picks up nuances, subtleties.
- Understand hoe his/her role impacts others in the function.
- Displays a logical thought process in day to day operations.
- Information from diverse sources to make effective ground level decisions.
- Recognises implications of decisions and alternatives.

CUSTOMER FOCUS

- Can see things through the “eyes of the customers.”
- Is aware of internal and external customer needs.
- Has a fair understanding of the business.
- Looks at work issues from the customers' point of view.
- Is always pre-occupied with delivering the value preposition of the business.
- Displays an understanding of the existing infrastructure, processes and tools used to deliver quality products and services.
- Is able to discern the various elements of the company's competitive vis a vis competition

MAKING THINGS HAPPEN

- Energetic, competitive, persuasive and results oriented.
- Has knowledge of internal and external resources.
- Come up with fresh ideas.
- Demonstrates a high degree of preparedness.
- Displays a good planning, organizing, prioritizing and monitoring skills.
- Displays cost consciousness and an overriding desire to get best value for money spent.
- Takes regular feedback and guidance to successfully achieve planned outcomes.
- Exhibits initiative in taking on higher responsibilities and works beyond his area.
- Contributes meaningfully to discussions involving his/her area.
- Uses mistakes as learning opportunities. Is open to feedback.
- Enhance knowledge /skills base on an ongoing basis.
- Execute all relevant compliances and documentation within prescribed schedules.

LEADING CHANGE

- Enthusiastic about changes
- Is imaginative
- Thinks out of the box
- Can quickly comprehend the need for the change.
- Open minded when presented with the new perspectives.
- Is comfortable with and gets used to new situations easily.
- Is able to identify and remain focused to achieve desired results even in unstructured situations.
- Asks questions. Challenges and suggests alternatives and more effective ways executing tasks.
- Listens attentively. Shares appropriate information.
- Relates to people at all levels.

PEOPLE LEADERSHIP

- Participative, open minded and receptive
- Understands the needs/interests and attitudes of others.
- Is perceptive of non-verbal behavior.
- Is confident but not arrogant.
- Involves in the resolution of problems.
- Brings energy and direction to activities.
- Shares experiences and information with team members.
- Demonstrates commitment to the team and supports team decisions

**STAKEHOLDER
MANAGEMENT**

- Understands the expectations and desires of various partners (property Owners and Owning Boards) and translates them effectively into business goals.
- Displays thorough understanding of business goals and alignment with these.
- Nurtures strong business partner relationships with key vendors/suppliers at a strategic level.
- Maintains a valuable network of contacts across business areas to drive and support initiative.
- Maintains a healthy and on-going professional relationship with OB representative and ensures open communication.
- Is able to safeguard company interest while managing Owner's tactfully.

Acceptance of Position Description

I, _____, have read and understood the contents of this document and have gotten my questions pertaining to the role answered.

Signed: _____

Date: _____