



JOB DESCRIPTION

Fort Canning Lodge: Room Sales Manager

You will be reporting to the Director of Sales, and be responsible for planning, developing new room sales business while maintaining and servicing existing accounts.

Duties & Responsibilities:

1. Responsible for revenue-generating and securing rooms sales from the corporate and leisure markets.
2. Exceeding personal sales goals, monthly, quarterly, annually, through account development and maintenance.
3. Conduct effective sales calls of 25 to 30 sales calls a week and appointments, to promote and sell the guest rooms.
4. Expected to build relationships with clients/guests who have business potential and sound knowledge of the key trends in local market.
5. To achieve and secure tour group reservations for meal periods at the café lodge.
6. Responsible to prepare proposal, contracts, confirmation letters and negotiation within established parameters, ensure accurate records of potential customers and following through all potential business
7. Responsible to prepare monthly rooms sales forecast and revenue and other sales reports.
8. Collaborate with inter-departments and ensure smooth operations of all the departments.
9. Carries out any other duties and responsibilities that may be assigned from time to time by the Management.

Requirements:

- Minimum Diploma holder.
- Minimum 5 years of relevant experience of which 3 years in corporate sales preferably in Hospitality, Food & Beverage, or Leisure sector.
- Familiar with different market segments and proven good sales track record of managing corporate accounts in relevant sectors.
- Sound knowledge in long term sales strategies and associated practices.
- Drive for result, self-motivated with excellent time management and multitasking skills
- Excellent communication and written skills.
- Good computer skills in Microsoft Excel, MSWord and MSPowerpoint.
- A good team player and demonstrates high initiative.