



JOB DESCRIPTION

Fort Canning Lodge: Room Sales Executive / Assistant Room Sales Manager

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

Duties & Responsibilities:

1. Responsible for securing rooms sales from the corporate (inclusive of government, educational, Christian organisations and websites) and leisure markets.
2. Assist the Assistant Director of Sales and a team of Sales Managers in planning and formulating sales strategies for the Sales Department.
3. Conduct daily sales calls (about 4 – 6) and visit potential clients to promote and sell the guest rooms as well as to secure tour group reservations for meal periods at the coffee house.
4. Prepare proposal, contracts and confirmation letters, monthly rooms Sales Forecast and revenue, and other correspondences and forms required to ensure smooth operations of all the departments.
5. Develop relationships with clients/guests who have business potential.
6. Submit weekly, monthly, quarterly & annual sales reports.
7. Attend in-house corporate reception services as scheduled.
8. Carries out any other duties and responsibilities that may be assigned from time to time by the Management.

Requirements:

1. Minimum Diploma in Hospitality and Tourism management.
2. At least 5 year of working experience in corporate sales preferably in Hospitality, Food & Beverage, or Leisure sector.
3. Familiar with different market segments and have good track record of managing corporate accounts in relevant sectors.
4. Excellent communication and interpersonal skills.
5. Presentable with a cheerful and pleasant personality.
6. Proficiency in computer skills (Microsoft Excel, MSWord)
7. Strong communication skills, good team player and demonstrates high initiative.