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# Example of Airline Sales Job Description

Our company is looking to fill the role of airline sales. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for airline sales

* Work with the appropriate Hotels to ensure clear communication of expectations and goals
* Ensure tracking of all relevant activities
* Update Account and Contact profiles, attach Account plans, ensure ‘live’ information for action
* Negotiate and complete RFP’s and tenders
* Maintain effective control of sales expenses
* Exercises flexibility to perform other duties as required
* Assist with familiarizations and entertaining as required
* Act as a resource for all on property hotel staff
* Provides feedback to management on changing market conditions, including trends in competition
* Be proactive and responsible for the follow up on new sales leads

## Qualifications for airline sales

* Ability to perform Salesforce.com administrative functions a plus
* Excellent systems skills including Excel and PowerPoint are required
* Knowledge of reporting or analysis tools like QlikView, Salesforce Einstein, Tableau, or other analysis packages preferred
* Experience of selling to travel providers would be beneficial, and experience of selling to Airlines would be preferred
* Strong background in statistical analysis/data mining experience is a plus
* Ability to work part-time initially about 20 hours/week (hours may increase as agreed upon)