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# Example of Director, Sales Marketing Job Description

Our company is growing rapidly and is looking for a director, sales marketing. 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 director, sales marketing

* Timely and accurate generation of all required field communication including, monthly forecasted orders, travel reports, travel itineraries, expense reports, and general correspondence
* Identifying shows and conferences within the territory and evaluating those that offers maximum exposure
* Assisting BCGP Customer Service Department with field problems and customer needs within designated territory
* Strengthen customer base through customer visits, attendance at appropriate trade shows, product seminars and timely follow-up of customer inquiries
* Schedule and review upcoming trade shows/conferences and product seminars
* Work closely with the marketing department to achieve optimum exposure of company's products through advertising and product literature
* Complete timely and accurate generation of all required field communication including call reports, inventory analysis, monthly inventory inputs, travel itineraries, expense reports and general correspondenc
* Handle additional responsibilities as requested/required
* Respond to customer requests for quotes in a timely manner
* Negotiate and conclude Commercial Charter Agreements in accordance with the “ATO” and “ATE” process

## Qualifications for director, sales marketing

* Dynamic, energetic personality with the ability to motivate others
* Minimum 5 years previous luxury / upscale hotel experience in a related field (minimum 2 years as DOSM)
* Previous Luxury Hotel, Middle East & pre-opening experience required - Previous Qatar experience is a plus
* Luxury Hotel/ 4 Diamond Experience preferred
* Proven track record of generating and closing deals
* Previous sales experience with Government and Commercial Customers or