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# Example of Senior Sales Manager Job Description

Our company is hiring for a senior sales manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior sales manager

* Ensure proper administration of policy, practice, and procedure regarding travel, payroll, expense reporting and reimbursement, facilities management, information technology administration
* Responsible for new revenue creation from content and hotel partners across the EMEA region and achieve the company’s ambitious growth plans for Commercial Distribution and Content Sales
* Collaborate with EMEA Ad Sales and Digital teams to implement a strategic API sales plan across commercial distribution and content partners
* Collaboration with the local Marketing, Ad Sales and Commercial Distribution teams APAC as appropriate and attend network and promotional events to develop, and maintain contact with potential clients and professional bodies
* Close new business deals by coordinating requirements
* Look at restructuring and redeveloping collaboration package deals for commercial distribution with local Turner offices across EMEA
* Maximize hotel’s group room revenue on a monthly, quarterly and annual basis and direct sales focus to achieving hotel revenue goals
* Quote and respond to telephone, e-mail and CVent enquiries, as part of the Group and Events department
* Oversee the contracting of all Group business and effective handover to the Events Team
* Take ownership of directly managed bookings, guiding the client through the contracting stages of the Group and Event process, to ensure a successful conversion

## Qualifications for senior sales manager

* Self-motivated, dynamic, result-oriented individual and a team player with strong business acumen
* Possess high level of integrity and respect for others
* An excellent team player who is able to work under pressure and meeting tight deadlines
* Good knowledge of Opera is an added advantage
* 10+ years Institutional/Buy-side sales experience
* Proven background in solution selling