

# Example of Group Sales Job Description

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Our growing company is hiring for a group sales. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for group sales

- Review existing quotes and follow up with clients
- Request and monitor group allocations for tour series
- Negotiate with Revenue Management in HKG regarding fare and space issues
- Track revenue results and prepare monthly sales reports for management
- Daily clearance of Q's, processing confirmations and requests from head office
- Issue ticket instructions, quote taxes and occasional ticket issuance
- To carry out relevant training/ familiarisation tasks when appropriate and be prepared to travel abroad if necessary
- To assist other staff in their designated duties if required
- To carry out day-to-day tasks as may be reasonably requested by the Company, taking into consideration qualifications, competencies, skills and training
- To carry out own routine administration

## Qualifications for group sales

- Presentable and detail-minded
- 2-Year undergraduate degree in marketing, business, communications or related field preferred
- Minimum one to two years travel industry, hospitality, meeting planning,

- Ability to provide excellent customer service to our guests
- Ability to work under pressure while not sacrificing guest focus