



Example of Town Manager Job Description

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Our company is searching for experienced candidates for the position of town manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for town manager

- Providing hotels with information and advice by mail and email, including follow-ups
- Follow up on cancellations and evaluations
- Organize and coordinate Tourist Trade Fair visits to liaise with hotels
- Check statistics in the control room and follow up
- Develop and execute a sales strategy which meets the company's objectives and targets
- Understand all aspects of all services sold by each team member
- Recruit and train the new team members
- Ensure the sales team knows how to incorporate Customised Research solutions as part of the total solution to clients
- Help team to manage sales pipelines, and to develop org charts and account plans
- Ensure implementation of the sales plan each individual draws up

Qualifications for town manager

- A degree or similar qualification is preferable
- Experience in the same or similar industries will be a distinct advantage
- Use of sales management tools and sales methodologies
- Minimum three years of supervisory/management experience
- Must be registered as a MLO as per the S.A.F.E
- Degree in Technical or Sales field