



Example of Town Manager Job Description

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Our company is hiring for a town manager. 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 town manager

- Attend client meetings with each team member
- Assisting in the development of prospect lists, maintained and updated on SLX
- Team skills development (through training, coaching and day-to-day support)
- Monitoring and improving activity levels across all key metrics (demos, calls, new contacts, proposals and wins) for each team member
- Hit the team sales target for the Cape Town ABC and TGA teams
- To build and share a knowledge base of best practises and case studies
- Work closely with the Corporates Sales Manager in Cape Town on developing joint strategies and team trainings
- Conduct meetings to keep team members informed and motivated
- Perform coaching sessions with Retail team members and address employee performance issues as needed
- Oversee operations, including training, scheduling and facility management

Qualifications for town manager

- Experience in RBB (Business Markets)
- 2 years of experience in a relevant account management function
- Affinity/experience within e-travel and/or hotel/travel industry
- Pro-active, sense of responsibility, friendly and can work independently
- Valid South African work permit

