



Example of Travel Sales Manager Job Description

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Our growing company is searching for experienced candidates for the position of travel sales manager. 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 travel sales manager

- Develop & maintain relationships at all levels from marketing exec to board director with major Travel and Classified prospects
 - Identify and understand trends within the Travel and the Classified industries, what makes a campaign successful and apply learnings to help generate further new business
 - Attend major industry events, award ceremonies, to build a strong network
 - Work closely with the Account Strategist team members to leverage existing contacts and identify new opportunities
 - Hit quarterly revenue target
 - Responsibly represent the hotel through conducting conferences, making proposals and other external sales presentations to prospective customers to solicit, explain, negotiate and close hotel sales
 - Travel and engage in sales activities outside of the hotel to meet with and entertain customers and prospective customers, participate in tradeshow, and industry and community events to promote facilities, to make proposals, maintain contacts, and to close deals
 - Write proposals and/or contracts to advise prospective business travel clients
 - Attend weekly sales departmental meeting and other scheduled meetings to support business operations, , tentative review, lost business review
 - Conduct site inspections and property tours with potential customers, visiting guest rooms, other hotel facilities
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- Candidate should be English speaker, Spanish is a plus
- Research and develop marketing opportunities within corporate accounts, for example corporate intranet programs and newsletters
- Coordinate rate loading for owned accounts and monitor Langham GDS presence on all reservations systems for accuracy, ease of booking and maximum visibility
- Timely execution of volume account contracts including any necessary negotiation to ensure participation of the Hotel owned account travel programs
- Responsible for developing effective networking relationships with local counterparts at competitive hotels
- Develop and implement monthly, quarterly, and annual sales action plans