

Sales Executive-Leisure at Fairmont Hotels & Resorts

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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The Fairmont Norfolk is a historic hotel in Nairobi, Kenya and is owned by the luxury hotel chain, Fairmont Hotels and Resorts. The hotel has rooms, 4 restaurants, and consists of 5 main blocks, each ranging from 1 to 2 stories high. The hotel has a signature Tudor style of architecture that has been maintained since its original construction.

As a Sales Executive, you'll be responsible for achieving hotel targets by optimizing revenues through an assigned account base, as well as prospecting new clients in assigned markets.

Assigned markets may change according to hotel needs. The key measurement of performance will be performance versus the Revenue goals

What is in it for you:

Employee benefit card offering discounted rates in Accor worldwide

Learning programs through our Academies and the opportunity to earn qualifications while you work

Opportunity to develop your talent and grow within your property and across the world!

Ability to make a difference in the local community through our Corporate Social Responsibility activities, like Planet 21

What you will be doing:

Reporting to the Director of Sales, responsibilities and essential job functions include but

are not limited to the following:

Streams throughout both rooms and food & beverage, including the marketing plan of how the same will be achieved.

Conduct regular thorough analysis of the market and more specifically the hotel competitor set ensuring the hotel is well positioned rate and yield management structure wise to achieve and maintain the budgeted Revenue Generated Index rating.

Develop, implement and manage rates structures and strategies through market data review and demand analysis.

Develop, implement and manage the process of developing sales leads and qualifying the same across all business units within the hotel, ensuring all key employees are familiar with and understand this process.

Establish materialization goals for key accounts and market segments for each team member and monitor and manage the same.

Monitor and manage the departmental operating expenses in line with budget and forecast.

Manage the co-ordination of all strategic MH&R Sales & Marketing activities in line with the Regional Sales & Marketing Office.

In conjunction with Human Resources department conduct interviews with candidates for roles in the Sales & Marketing department and prepare job descriptions for the same.

Ensure all Standard Operating Procedures and Contracts for the Sales & Marketing department are written, reviewed and approved as and when necessary.

Develop, review and manage departmental work schedules, ensuring adequate Sales & Marketing coverage and representation both in the hotel and the market, including scheduling sales calls, trips, site inspections and familiarisations.

Your experience and skills include:

Bachelor Degree in Business, Marketing, Communications or equivalent

Pervious Sales & Marketing previous leadership experience essentially required

Proven ability to build and maintain good relationships with all guests and Clients.

Communicate thoughts, actions and opportunities clearly with strong networking skills

Ability to lead by example, believe in a strong team culture and set the scene for high performance

Excellent communication and negotiation skills.

Strong interpersonal and problem solving abilities.

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