

Sales Executive

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Company: Accor

Location: Nairobi

Category: other-general

Company Description

Why work for Accor?

We are far more than a worldwide leader. We welcome you as you are and you can find a job and brand that matches your personality. We support you to grow and learn every day, making sure that work brings purpose to your life, so that during your journey with us, you can continue to explore Accor's limitless possibilities.

Do what you love, care for the world, dare to challenge the status quo! #BELIMITLESS

Job Description

Exciting opportunity for a result-driven Sales Executive! Drive revenue growth, execute effective sales strategies and amplify our brands presence. Apply now to be a part of our vibrant team!

Key Duties include, but are not limited to the following:

Account manage an allocated portfolio undertaking complete account management responsibilities for maintaining, servicing & developing the accounts, growing revenue and tracking production.

To increase the volume of transient corporate business levels, Leisure, Business groups and MICE as set down, by targeting new business from existing and/or potential clients.

To record all objectives and planned activities for any managed accounts in the form of an account development plan and/or in ANAIS, ensuring the information is always up to date.

To meet agreed monthly performance targets – appointments, account management calls, client appointments & revenue targets as set by your line manager

To work effectively during the RFP process to ensure that specified dates complete all rate loading.

To re-negotiate and re-contract all annual accounts.

To recommend membership of relevant industry associations, sales trips and tradeshow that will benefit the hotel in terms of achieving the budget as set down

Handle incoming group and event leads professionally through all channels, e.g. phone, email, website

Document preparation, including proposals, contracts, BEOs and reports

Conducting presentations to Professional Conference Organizers (PCOs), Destination Management Companies (DMCs), Key Partners, Accor Key Account Managers (KAMs), decision-makers and travel bookers

Qualifications

Skills and experience

Minimum 12 months' experience in a hotel sales role

Bachelor or tertiary qualifications in hospitality, business, Marketing, Communications or equivalent

Strong Microsoft Office skills

Sound negotiation skills

To be successful in this role, you must have rights to work for any employer in Kenya. We are unable to sponsor or take over the sponsorship of an employment visa.

Additional Information

Your team and working environment:

Fairmont The Norfolk Hotel has played a leading role in Kenya's colorful history, and continues to be Nairobi's finest and best-known luxury hotel. The town and later the modern city of Nairobi grew up around Fairmont The Norfolk hotel, which boasts 170 guest rooms and suites, and still has its own private tropical gardens. The hotel is still the traditional starting point for safaris and the Lord Delamere Terrace is modern Nairobi's most famous meeting place, where drinks and light meals are served continuously from morning until midnight.

Our commitment to Diversity & Inclusion:

We are an inclusive company and our ambition is to attract, recruit and promote diverse talent.

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