



Job Title: Assistant Sales Manager/Sales Executive

Reporting To: _____

Job Purpose: Accountable for selling hotel dining memberships, achieving assigned targets and drawing innovative selling strategy/mechanisms to help reach agreed goals

Responsibilities and Accountabilities

1. Familiarization and knowledge of all membership products of the company
2. Interface with the immediate supervisor and develop a calling plan based on generated leads/cold calls
3. Ensure sales cost efficiency by calling in the same geographical area for the week or the day
4. Collect relevant databases and referrals on each call for direct sales and tele marketing
5. Organize and track prospects and leads - track Hot and Warm Leads / separately report Bulk opportunities and sales in pipeline status
6. Bid and Proposal Preparation
7. Responsible for identifying and establishing sales opportunities and potential customers proactively, by using the presence in any geographical area to make cold calls
8. Presenting and selling hotel memberships and loyalty services to potential clients
9. Responsible for reporting all sales activities on daily basis/ weekly basis on agreed formats
10. Responsible for the Security, Confidentiality and Integrity, of all information assets within his/her knowledge in accordance with the company's information security policies
11. Meeting monthly sales target as assigned by the Management
12. Ensuring effective internal communication with the Tele Marketing team and Customer Support
13. Honest Communication and Commitment to prospective customers
14. Best practise sharing on customer feedback with others in the team

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