



## **ASSISTANT/SALES MANAGER (WEDDINGS/EVENTS)**

Amara Sanctuary Resort Sentosa, SINGAPORE

**Date Posted:** 2 January 2019

**Apply By:** 1 March 2019

**Department:** Sales & Marketing

**Employment Type:** Full Time

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### **JOB SUMMARY:**

To maximize sales revenue for the weddings & social events or MICE events in the Resort.

### **RESPONSIBILITIES:**

1. Manage enquiries on a daily basis with prompt follow-up on email requests, ensuring all understanding with guests are documented in writing.
2. Engage with guests by attending to sales enquiries, making presentations, conducting site visits and negotiating to close deals.
3. Prepare sales contracts for customers and follow through on event planning and post-event feedback.
4. Be present on event day to meet customers and follow through on event planning and post-event feedback.
5. Attend daily debrief, daily Banquet Event Order (BEO) meeting, weekly Sales Meeting and other meetings as required.
6. Generate daily, weekly, monthly Sales reports for submission to Management.
7. Provide information to the Sales Coordinator for updating on Sales Chart
8. Work out Profit & Loss for out-of-norm requests.
9. Build and maintain internal and external relationships to deliver memorable and successful events.
10. Conduct On-the-Job Training (OJT) for new Sales Associates.

### Others:

1. Ad hoc projects or other duties as assigned by the management.
2. Cover Sales colleague in his absence.

**JOB REQUIREMENTS:**

1. Support and uphold the company mission and core values.
2. Maintain highest standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. Driven and goal-focused.
4. High level of interpersonal and excellent communication skills.
5. Strong negotiation and persuasion skills.
6. Working knowledge of MS office applications and Hotel systems.

**QUALIFICATIONS & EXPERIENCE:**

1. GCE 'O' Levels and above.
2. 1-2 years of hotel sales experience.

**SPECIAL REQUIREMENTS:**

1. Available to work on weekends and public holidays when required.
2. Willing to stay beyond work hours to meet clients.
3. Able to operate a buggy (training will be provided).

**Interested applicants may email their resume to [career@amarasanctuary.com](mailto:career@amarasanctuary.com)**