

Job title: Sales & Marketing Officer

Salary: Competitive

Duty Station: Tubman Boulevard, Congo Town

Application Deadline: January 13, 2019

Start Date: As soon as possible

Introduction to our business

Millennium Guest House and Suites managed by AFRIKLAND Hotel has an International set standard in Liberia's Hospitality Industry and addressed the need of its valuable customers to their best comfort. It is located on the Tubman Boulevard, Congo Town. This hotel has 50 bed rooms fully air-condition, two restaurants, one gym, a large bar, a tennis court, a swimming pool and a spacious parking lot. It has three medium and one large conference hall that have a capacity of 25,30,45 and 350 persons respectively.

Millennium Guest House and Suites management by AFRIKLAND Hotel is seeking for qualified applicants for the position of **Sales & Marketing Officer**

ROLE & RESPONSIBILITIES OF SALES & MARKETING OFFICER:

- Responsible for Corporate and Travel Agent Room Sales for the hotel.
- Update action plans and financial objectives quarterly.
- Identify new markets and business opportunities and increase sales.
- Represent Hotels in various events and exhibition.
- Implements all sales action plans related to my market areas as outlined in the marketing plan.
- Conducts daily sales calls and arrange site inspection trips to hotels by corporate clients.
- Able to provide Quick and timely responses, immediate communication to the properties, develop professional long-term business relationships.
- always Provide the highest quality of service to the customer.
- Able to supports hotels service and relationship strategy, driving customer loyalty by delivering service excellence throughout each customer experience.
- Ensure sales team make sales calls to potential clients or customers
- Targeting key accounts potential for the company.
- Builds and strengthens relationships with existing and new customers to enable future bookings. Activities include sales calls, entertainment, FAM trips, trade shows, etc.
- Develops relationships within community to strengthen and expand customer base for sales opportunities.
- Manages and develops relationships with key internal and external stakeholders.
- Closely following up on all business leads within a 24-hour response time line to clients

PREREQUISITES:

- Proven success in a similar role and environment. Empathy towards your customers and colleagues. Pride and attention to detail. Polished personal presentation with Warm, confident and hospitable personality.

EDUCATION:

3-year degree from an accredited university in Business Administration, Marketing, Hotel Management, or related major. Computer Knowledge and experience in MS office

EXPERIENCE:

2 to 3 years' experience in the sales and marketing or related professional area.

HOW TO APPLY:

Please send your motivation letter, CV and at most three references (both in English) to email: jobs@afriklandhotels.com/ hmillenniumafrikland@gmail.com or Hard copy should be addressed to: Human Resource Manager, Millennium Guesthouse & Suites, Tubman Boulevard, Congo Town, Monrovia, Liberia