

## Sales Manager

### Position Summary

Reporting to the Global Director of Corporate Sales QBT & APX and working collaboratively with the Account Management team, this role will see you implement agreed business strategies and programmes to identify emerging market opportunities and market shifts while being fully aware of new products and competition status to maximise business sales growth and revenue for QBT.

### Working Relationships

Relationship	Type and Nature of Relationship
Group GM QBT	Indirect Reporting line
Global Director of Corporate Sales QBT & APX	Direct Reporting Line
Account Managers	Peers – Working collaboratively with Account Managers

### Responsibility

Key Result Area	Major Activities
<ul style="list-style-type: none"> <li><b>Sales &amp; Profitability</b></li> </ul>	<ul style="list-style-type: none"> <li>In conjunction with Global Director of Corporate Sales QBT &amp; APX, ensure your portfolio sales initiatives are aligned with business direction maximising bottom-line</li> <li>Manage an assigned territory or group of customers to achieve a designated sales target level through the development of sales strategies</li> <li>Develop potential accounts to meet sales targets through effective sales presentations and utilization of support services.</li> <li>Develop and maintain strategic relationships with prospective customers to maximise sales</li> <li>Source &amp; generate new business leads through relevant networking</li> <li>Secure new business in – mid market to large market opportunities</li> <li>Prepare analysis that identifies gaps in new business generation</li> <li>Ensure that new business is contracted with strategies to re-signing prior to going out to market</li> <li>Drive preferred suppliers in new and existing portfolios to increase margin</li> <li>Utilisation of support services</li> <li>Strategically align portfolio with new and existing business that increases margin</li> </ul>

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- Engage subject matter experts with in the business to deliver the companies objectives
  - Liaise with approved suppliers to provide QBT customers access to specials or promotions and again insight into market trends.

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- **Competitive Advantage**

- Monitor, investigate and provide market intelligence on all competitor activity and product
- Develop relevant sales plans to increase market share
- Liaise closely with the Account Management Team and Marketing Team to ensure all marketing activity is promoted effectively
- Create and maintain strong industry contacts to maximise relationships and opportunities that anticipate customers' needs
- Conduct agreed number of sales calls on customers with pre-determined call pattern ensuring all issues are addressed in a timely fashion
- Maintain CRM database, recording all relevant account information including key contacts, revenue forecasts and actuals, business development opportunities and event management etc
- Effectively manage your portfolio sales division budget.
- Create innovative initiatives, which contribute to maintaining and growing commercial sales performance
- Apply strict discipline on agreed processes and deadlines
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- Is open about work methods and outcomes

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- **Account Management**

- Collaborate with Accounts Team to ensure active implementation of client relationship objective during sales operations including production of tenders and sales collaterals
- Play an integral part in initial account management that will turn into long-lasting relationships

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- **Brand Integration**

- Ensure integrity of QBT Brand in all activity
- Establish productive relationships with internal & external clients
- Ongoing development of product knowledge
- Working with Distribution Systems to ensure the most effective use of IT including implementation of new hardware and software programs to enhance business performance
- Representation of QBT at relevant industry functions, identifying opportunities to market QBT to meet business and project objectives through consistent service and product offering

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- **Other Ad hoc tasks and projects**

- Assist with administrative support tasks and duties as required.
  - Comply and conform with relevant Helloworld/QBT policies and procedures
  - Adhoc projects as required representing QBT
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## Requirements

- Significant leadership and strategic management experience
- Thorough knowledge and understanding of the Tourism & Travel industry
- Demonstrated success in a senior management role.
- Ability to undertake extensive travel
- Must be adaptable, professional, courteous and motivated, and must work well individually or as a member of a team
- Ability to handle a fast-paced environment and challenging workload
- Highly motivated with a strong desire to succeed
- Relies on experience and judgment to plan and accomplish goals
- Excellent presentation skills, verbal and written communication skills, and interpersonal skills
- Flexible ability for working hours
- Well organised and a methodical worker.
- Able to work in a fast paced and high volume environment.
- Positive attitude and professional manner.
- Great attention to detail.
- Team player, but with the ability to work with minimum supervision.
- Great verbal and written communication skills.