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Assistant Sales Manager Jobs In Dubai UAE | Marriott

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This position is responsible for proactively soliciting and managing wedding and social catering related opportunities. Manages catering opportunities not handled by an Event Booking Center (EBC). Actively up-sells each business opportunity to maximize the revenue for each and every opportunity. Achieves personal and team related revenue goals. Ensures business is turned over properly and in a timely fashion and guarantees a proper service delivery for every internal and external customer. Responsible for driving customer/guest loyalty by delivering service excellence throughout each customer/guest experience. Provides service to customers in order to grow the segment on behalf of the company.

Responsibilities:

An excellent sales person with the ability to know and sell the unique features of the hotel.

Customer focused sales activities and communication.

Prepare sales-related documents throughout the sales process (e.g., proposals, contracts, or banquet event orders).

Perform general office duties to support the Catering Sales team (e.g., filing, sending emails, typing, sending outgoing faxes, delivering incoming faxes, copying, opening or distributing mail).

Gather materials and assemble information packages (e.g., brochures, promotional materials).

Assist the team to develop, implement and execute the revenue, revenue and marketing programs for weddings & special occasions.

Develop, coordinate and implement social media initiatives.

Requirements:

High school diploma or GED.

Bachelor's degree in marketing, communications, or related field is advantageous.

Proven experience in sales and customer service.

Proficient in all Microsoft Office applications.

The ability to work in a fast-paced environment.

Excellent problem-solving skills.

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