

THE FARMINGTON HOTEL

L I B E R I A

VACANCY

The Farmington Hotel is located in Robertsfield, right opposite Roberts International Airport. With 164 rooms, restaurants, bars, leisure facilities and the largest conference facilities in the country it has set new standards in Liberia's hospitality industry and beyond.

We are recruiting: Sales Assistant Manager

Job brief

We are looking for an Assistant Sales Manager to support the Sales team through analysis and reporting of result and trends, recommends sales approaches to expand and add business, and develops the skills and culture of the Sales Team.

Responsibilities

- Analyze local market trends and develop new business leads
- Record keeping of sales and expenses reports, electronics database and sales proposals for prospective/existing customers
- Plan meeting and ensure that line Manager is in the know of client activities at the hotel
- Understand the competitive market place and implement approaches to ensure the hotel stays ahead in the local market
- Organize Sales visits
- Contribute to the selling strategy of the hotel, and manage the department adherence to achieving that strategy
- Prepare monthly update for department
- Sending newsletter to customer regularly
- Interact on a frequent basis with the office of the General Manager in support of the Sales department
- Maintains Customers database by inputting customer profile and updates; preparing and distributing monthly reports

Education and Qualifications

- Must have achieved a Diploma or its equivalent in Marketing
- 2 years + prior experience is a must
- Must be presentable & professional at all times

Other requirements

- Liberian nationals only
- Willing & able to work late and weekends

- Excellent English communication skills
- Must be willing to relocate to Harbel area

Send your full application (cover letter, CV & references) to jobs@thefarmingtonhotel.com with earliest possible date of resumption.

The deadline to apply for this position is Dec. 15, 2018

FEMALE CANDIDATES ARE HIGHLY ENCOURAGED TO APPLY