

**Job Description-Pradeep Dorai**

**Department : Sales & Marketing**

**Designation : Sales Executive**

**Reports To : Assistant Manager Sales / Executive nominated by the Management on this behalf**

**Prime Function:**

- ✓ Plan & initiate action plan to approach and secure new business for the organization
- ✓ To determine effective and productive sales programs
- ✓ Relationship building with all the current and prospective customers.
- ✓ Update & upgrade knowledge and awareness of the facilities provided by Novotel Pune.
- ✓ Assist the Sales Manager in execution of sales plans and strategies.
- ✓ Any matter which may affect the interests of **the hotel** should be brought to the attention of the Management.

**Key Responsibilities:**

***Sales & Marketing Planning***

- ✓ Assist the Sales Manager in the development of the Strategic Sales Plan for the segments.
- ✓ Ensure to achieve objectives established in the Organization's Strategic Plan.

***People Management***

- ✓ Establish and maintain seamless co-ordination & co-operation with all departments of Novotel Pune.
- ✓ To ensure maximum cooperation, productivity, and guest service.
- ✓ Develop and maintain effective relationships with all the departments.
- ✓ Respond to queries by resolving issues in a timely and efficient manner.
- ✓ Ensure that all personnel are kept well informed of department's objectives and policies.

***Financial Management***

- ✓ Identify optimal, cost effective use of the resources and educate the team on the same.

***Operational Management***

- ✓ Identify prospects for sales deals within targeted markets of the assigned area /segment and also prepare and conduct sales presentations in co ordination with the Sales Manager.
- ✓ Submit monthly and weekly sales plan and market analysis (monthly) as well as daily sales/activity reports.
- ✓ Contribute to increase in business volume.
- ✓ Prepare annual sales goals, develop working plans to carry out goals, compare actual achievements against goal, periodically take necessary corrective action

***Hygiene / Personal safety / Environment:***

- ✓ Ensures that the workplace and storage areas remain clean and tidy
- ✓ Respects the instructions and safety guidelines for the equipment (s)he uses
- ✓ Applies the hotel's security regulations (in case of fire etc)
- ✓ Respects the hotel's commitments to the "Environment Charter" (saving energy, recycling, sorting waste etc) and meets Novotel' ISO 14001 environmental commitments as applicable to the role, if the hotel is involved in the programme.

***Key Contacts***

<b><i>Liaises with</i></b>	<b><i>Responsible for (as assigned)</i></b>
Sales & Marketing team Front Office team Reservations team	

**Occupational Health & Safety**

***Employee Responsibility***

All employees to safeguard their health and safety, and the health and safety of others, in the workplace.

**Replacement and Temporary Mission:**

Be ready and responsible for any job, which may be assigned by the Management.

This job description is not intended to be an exhaustive list of all responsibilities skill, effort or working condition associates with the position. It is only indicative and intended to provide a description of the principle elements essential for the performance of the job. All job descriptions are subject to change.

