

# Sales Executive – 40 Hours

Location:

Andras House  
60 Great Victoria Street  
Belfast, BT2 7BB

Department:

Sales/ Events

Reports to:

Director Of Sales

## About us

Andras Hotels is Northern Ireland's largest hotel group, and we are proud to have been at the forefront of hospitality for the past 30 years. We subscribe to the Hospitality Employers Charter, which means we are committed to provide training, development and support to all of our team members. We offer a range of staff benefits and opportunities to grow your career in our fast-growing company.

## What is the job?

To assist the Group's Sales and Business Development activity to position the Hotels as the destination for first choice in their market sector, securing new business and achieving challenging sales targets.

## What we offer

- Discounted hotel rates at 6000 hotels worldwide
- Recruit a Friend scheme
- Employee of the Month Award
- Health Care Cash Plan
- Increased annual leave with service
- Discounted rate at BodyScape Health Club, based at Crowne Plaza
- Andras Academy – Training & Development Programmes & progression opportunities within the Andras Hotels Group.

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## Your day to day

- Assist in the development and delivery of the agreed Sales Action Plan for the Hotel
- Work closely with the Director of Sales to maximise occupancies and revenues for the hotel
- Build the profile and awareness of the Hotels brand and strengthen the market position of the hotels
- Attending Networking and other Industry events
- Develop current and new accounts and revenue sources
- Manage an agreed list of Key Accounts on behalf of the Hotel and take responsibility for the development of Revenue levels from those accounts
- Explore and deliver business development opportunities, create networks and business alliances which help grow the profile and turnover of the company
- Assist in the delivery of an annual programme of promotional activities
- Prepare reports on all activity (successes, failures and challenges) and on all competition
- Achieve agreed targets on sales and budgets across the Group
- Actively participate in any training and personnel exercises designed to improve standards and performance levels
- The hours of work will involve some evening and weekend work and there may be some travel involved
- Perform other duties as assigned by the Director of Sales

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## What we need from you

We are looking for a creative team player with the ability to work well with fellow colleagues and who meets the following criteria:

### Essential:

- Recent Sales or Business Development experience
- Show evidence of working to and achieving targets and a structured reporting system
- Experience of helping to create sales strategies or business development action plans
- Clean driving license and access to a car

### Desirable:

- Hospitality Experience
- 3<sup>rd</sup> level qualification or equivalent
- Be able to demonstrate success in developing existing and new business
- Receptive to change

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## How do I deliver this?

**We genuinely care about people, and we show this through living the Andras Hotels behaviours.**

- Teamwork – work cooperatively and effectively with others
- Positive and “Can Do” attitude – positive, friendly manner with customers and colleagues
- Commitment – “I do what I say”, commitment to do the best in everything I do
- Diversity & Respect – welcome, include and demonstrate respect for all individuals from all groups
- Integrity – honest, respectful, and accountable.

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*The statements in this job description are intended to represent the key duties and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.*

**[To apply, please submit your CV by email to hrassistant@andrashouse.co.uk](mailto:hrassistant@andrashouse.co.uk)**