

Sales Assistant

Location: Andras House, 60 Great Victoria Street, Belfast, BT2 7BB

Department: Reservations and Revenue

Hours of Work: 40 hours per week

About Us...

- We are always looking for talented and enthusiastic team members at all levels to join our company
- We want to encourage our team members to develop new skills, embrace new challenges and be rewarded in our company
- Andras Hotels is a leading property development and hospitality company based in Belfast, Northern Ireland. We're the city's largest hotel group. We are proud to be at the forefront of hospitality in Northern Ireland and our growth is based on a simple idea – that a hotel should be a home away from home

About the Role...

Our 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.

About You...

You'll have ambition, talent and some key skills. You will deliver exceptional service to our clients and demonstrate effective communication, strong attention to detail and ability to carry out instructions

Why work for us...

Andras Hotels Employee Benefits:

Induction and Training Programme

Andras Academy – progression opportunities within the Andras Hotels Group

Andras Hotels Staff Discount Scheme – travel, food, shopping

Recruit a Friend Scheme

Employee of the Month Award

Pension Scheme

Holiday Entitlement

Work for globally renowned Hotel Brands

Continuous Job Vacancies throughout the Group

Uniform

Staff meals while on duty

IHG Employee Benefits:



IHG Brand Training
IHG Staff Rates Worldwide
IHG Family and Friends Rate
IHG Reward Club Incentive Scheme
50% Discount on Food & Drink

Duties and Responsibilities

- Assist in the development and delivery of the agreed Sales Action Plan for the Hotels
- Work closely with the Events & Sports Sales Executive/Associate Director to maximise occupancies and revenues
- Build the profile and awareness of each Hotel brand and strengthen the market position of each Hotel
- 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 Hotels 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

Personal Qualities

- Outgoing and friendly disposition
- A good Communicator and Self-Motivated
- Results Driven
- Good Leadership Skills
- Good Team Player
- Sociable
- Good Under Pressure
- Organisational Skills
- Presentation Skills
- Ability to Motivate Staff
- Good Time Management
- Flexible re Working Hours

Qualifications and requirements

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

Desirable:

- 3rd level qualification or equivalent
- Be able to demonstrate success in developing existing and new business
- Receptive to change
- Clean driving license and access to a car

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