

Job Description

Title: Sales Manager(B2B)

Department: Sales

Categories: Full Time

Start date: Immediate

Location: Shanghai

Job Purpose:

To work with the Management team of Guiddoo to build the Strategy for Travel Agent Acquisition through extensive reach-out and personal existing network.

Description:

- Part of the International Business Development team focused on travel agent acquisition and increasing business through the Travel Agent network.
- Product Handling and Relationship management.
- Being a bridge between travel agent and operations/reservations team for smooth closures of packages.
- Follow ups with customers and clients for ongoing queries.
- Managing quality assurance.
- Establish and grow contacts with relevant travel organisations to identify business opportunities
- Managing company's Portal for Queries, Itinerary and Invoice.
- Ensure all necessary steps are being taken from the inquiry, booking, and execution to evaluation of the tour
- Handle feedback and complaint in a professional manner
- Work in complete cooperation with the rest of the office team (reservations, account and Sales)
- Be flexible to work outside office hours if necessary

Guiddoo World , Building 3, Floor 1, Chinaccelerator, Yuyuan East Road, #28, Donghai Plaza
Jing'an, Shanghai China

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Key Competencies:

- Minimum of 2 year experience in B2B Sales
- B2B Travel Company Experience with knowledge of Tourism DMC products will be advantage
- Excellent communication skills both written and verbal
- Customer-service orientation
- Time-management, planning and organizing skills
- Discipline and stress resistant
- Flexible, hard-working and team player Limits of authority to ensure that the clients' expectations are met by offering high-quality information content as well as high quality services.
- Diploma / Degree in Travel & Tourism or any tour & travel course will be an additional benefit.
- Startup Experience a plus

Working Schedule:

Work 6 days in a week.

Expected results:

- Company's targets in terms of sales and programming are met
- Good clients satisfaction rate are maintained through competent and professional communication and product delivery
- Satisfactory resolution of problems
- Effective teamwork is delivered through structured delegation and supervision

Salary and benefits:

Rewarding salary and benefits, the opportunity to work in a dynamic and entrepreneurial travel company and progress your career.

How to apply for:

Please send your CV to vineet.budki@guiddoo.com cc maggie.ye@sosv.com

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