



澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Sales

Position Title: Executive - Sales (MICE & Corporate & Events)

Job Description:

- Greeting, welcoming, directing and bidding farewell to guests and visitors to Grand Lisboa Palace in accordance with established service standards
- Handles incoming telephone calls and inquiries independently and proactively. Conducts initial qualifying process and ensures timely and professional responses in order to secure potential business
- Supports assigned managers to coordinate confirmed events/group logistics with clients
- Assists assigned managers to prepare and distribute all external and internal documents, such as proposals, contracts (group, corporate, wholesale), event orders and group resume etc.
- Provide clerical support and assists the Team to conduct hotel inspections or walk-in inquiries
- Maintain close working relationship with hotel operation teams to execute confirm events/groups in order to create a seamless experience to clients
- Upkeeps departmental filing and tracing system for all sales related information and documents such as event orders, group resume, proposals, contracts, menus etc.
- Maintain the office tidiness and ensuring sufficient office supply and equipment maintenance
- Maintains updated information of the confirmed group/events details and account profiles. Ensure updated account information and data are properly recorded
- Assists Director of Sales to prepare accurate and timely reports to all internal departments
- Maintains the highest standards of professionalism and compliance of established guidelines and standards related to the hotel
- Fully complies with Delphi operations and standards
- Active participation in the implementation of the hotel's CSR initiatives on environment through the reduction in the consumption of consumables (electricity, gas, water, office supplies and others), proper disposal of wastes in accordance with the established guideline
- Understands, communicates and supports corporate policies and guideline



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Job Requirement:

- Diploma in business management school
- Minimum of 2 years working experience in a similar capacity
- Strong understanding of the Corporate, MICE and Event markets including but not limited to the key accounts, key contacts, source markets and booking channels
- Very strong understanding of how these markets support the hotels business
- Capable to make business decisions after seeking input from all stakeholders
- Good in spoken and written English, Cantonese and Mandarin
- High level sales and leadership skills
- Team player
- Excellent analytical and communication skills
- Demonstrates enthusiasm, creativity, understanding & manages relationships with all stakeholders

Interested parties, please apply via:

- Email the detailed resume to careers@sjmresorts.com
- Hotline 89820288 / 68827117

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