

## Sales Executive.Bahrain - Sales

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Company: Tanqeeb

Location: Bahrain

Category: other-general

Job Title Sales Executive.Bahrain - Sales Educational Qualifications Fresh Bachelor degree in related discipline

OR Two years college Diploma in related discipline with 4 years of relevant experience preferably with IATA basic ticketing course Skills/Knowledge Proficient in English (Spoken & Written)

Arabic language will be an added value

Web and Digital

NDC development

Proficient in MS Office

Market intelligence

Excellent customer relationship skill, knowledge to understand the ticket

Excellent negotiation and persuasion skills,

Good analytic skills Experience Required as mentioned, Job Location Bahian Job Description Operation

Generate Business and Clients

1. Be held accountable for working towards achievement of assigned revenue target as sent annually
2. Receive sales target from Head office and identify the potential agencies / corporate government and liaise with them to generate new business opportunities and follow up to achieve the se targets.
3. Monitor, plan and develop new business opportunities by analyzing the market

characteristics of the territory and maximizing the opportunities of ticket sales and follow up on monthly targets in order to take necessary action steps to improve them compared to previous performance cycle.

#### Customer relationship Management

1. Liaise with corporate customers to frame incentive program and agreements in order to ensure maximization of business partnership and build strong customer base.
2. Receive and assist agencies request or Oman Air staff at ticket desk for passenger specific seat allocation whilst making a booking in order to provide and oblige best available customer service.
3. Assist all agents in resolving system issues with regards to ticketing and reservation process
4. Constantly check with corporate customer to promote all Frequent Flier Program and enroll them to ad business network and assist in resolving related issues.

#### Support and Assistance

1. Provide timely product support in terms of support, fares and media and keep both the agents and the Company informed on business progress in order to track timely action steps with regards to job functions.
2. Liaise with agents for group booking, receive name list from them and feed the fare in the system in order to ensure that the respective agencies can issue bulk tickets.

#### Reports

1. Prepare daily sales report, product / service report, promotion report and other related reports on requires for District Sales Manager, Country Manager and Senior Management perusal.
2. Prepare monthly market report of airline comparative fares (other airline practice) for Head office to compare and see where the company stands in the competition.

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