

Baan Grood Arcadia Resort & Spa

Position : Sales Executive

Job Scope:

- To achieve the sales objectives and targets set yearly, including assisting in marketing plans for current and potential customers.
- To assist with the implementation of the marketing strategy with specific objectives and targets as agreed.
- To manage and maintain positive relationships with customers.
- To take responsibility for originating and planning campaigns in conjunction with the marketing strategy.
- To develop promotional opportunities and ideas from conception through to delivery.
- To report on campaigns to ensure effective departmental communications.
- To provide regular information where necessary to assist with the compilation of reports for company.
- To supply sufficient information to the marketing manager to enable effective budgetary control of specific areas of activity.

Qualifications:

- Bachelor's Degree in Business Administration/Marketing or related field
- Male or Female over 23 years old
- Minimum 2 years experience in sales and marketing field
- Computer literacy
- Good command of written and spoken English
- Good interpersonal skills with team work attitude and result orientation
- Ability to work under pressure

Position : Sales Coordinator

Job Scope:

- Assist the Sales Team on making to promote the hotel product
- To assist with the implementation of the marketing strategy with specific objectives and targets as agreed
- To manage and maintain positive relations with customer
- Follow ups on leads and installations and creating quotation
- Issue the contract rate for travel agent
- Updating of sales and marketing materials

Qualifications :

Female, Thai nationality, age below 30 years

Minimum of Bachelor's Degree in Business Administration/Marketing or related field

Minimum 1 years experience in sales and marketing field

Good command of written and spoken English is an advantage

Good organization, negotiation, communication skills

Computer literacy in Microsoft Office, Outlook, Internet application and related programs