



## JOB DESCRIPTION

**Job Title: Sales Coordinator**

**Department: Sales**

**Location: London**

### Responsibilities

- Providing support to the sales team in special projects
- Assisting sales team to create client accreditation templates as required.
- Creating Client profiles on Tourplan and Superoffice
- Running reports for sales and contracting teams as required.
- Running tariffs as required by sales department.
- Running price comparisons and analysing them
- Assistance where required to help with itineraries and schedules for sales.
- Creating newsletter and ensuring this is sent in timely matter
- Social media support working in conjunction with the Sales Director and Spin Marketing to ensure relevant and interesting content.
- Promotion of new deals and new clients both within the company and to client base. All promotions to go via MailChimp
- Communicating with clients
- Minute taking in Sales Meetings and distribution of those to Sales Team and the Leadership Team
- Uploading images on Tourplan
- Dealing with Clients system's requirements to ensure AC Rates are updated more efficiently
- Updating Client's extranets
- Support on any client events / fam trips as required.
- Any other duty as required by the sales team.

### Skills & Experience

- Professional fluency in English is required.
- Has the approach of a self-starter that takes real pride in their work while still enjoying and recognising the importance of being part of a team.
- Previous experience of learning 'on the job'
- Previous marketing and social media workplace experience preferable.
- Extremely organised with an unflappable approach that can successfully multi-task is a real must.
- A positive outlook with a flexible approach that actively seeks out solutions.
- Strong documentation skills
- A quick learner of new IT tools and operating systems is essential.
- Good knowledge of Microsoft office application (Word / Excel / PowerPoint)
- Strong attention to detail and accuracy
- Good sense of humour

**To Apply:** Please send through your updated CV and brief cover letter to [jobs@actours.co.uk](mailto:jobs@actours.co.uk)