

## JOB DESCRIPTION

**Job Title: Groups - Sales Executive**

**Department: AC Tours**

**Location: London**

### Responsibilities

- Review and acknowledge receipt of all client quotation requests.
- Provide suggestions for itinerary improvements if original request is not operationally feasible.
- Assist clients who need guidance and suggestions on building new itineraries with suggestions on which service providers can best meet their needs.
- Provide quotations for all requests within the agreed timeframe
- Ensure space is secured prior to quoting for any critical services and liaise with reservations team to ensure appropriate space is booked for all other hotel requirements.
- Liaise closely with the sales team to develop new clients, while maintaining close relationship with the existing client portfolio.
- Deliver a high standard of customer service at all times.
- Communicate effectively with all key stakeholders in sales, contracting, operations and reservations.
- Once quotation has been accepted, handover file to the operations team.
- Emergency mobile cover on a rota basis.
- Any other office duties as required.

### Skills & Experience

- Highly organised and self-motivated.
- Ability to work independently and as part of a team
- Ability to build and maintain internal and external relationships.
- Ability to work accurately under pressure.
- High standard of written and verbal English.
- Professional fluency in German is highly desirable.
- Numerate with good attention to detail.
- Good knowledge of Microsoft Office; Tourplan an advantage but is not essential.
- Previous experience within the travel industry with working knowledge of the UK and Ireland is an advantage.

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