

## **SALES & MARKETING MANAGER**

- EMPLOYER'S NAME: Regalia Hotel Group
- JOB LOCATION: Shanghai
- POSITION: Full Time
- MANAGEMENT EXPERIENCE REQUIRED: At least 2 year managerial experience in the same capacity
- PROPERTY TYPE: Boutique Resort/ Serviced Residences
- JOB DESCRIPTION
  1. Provides administrative support to the Director of Sales & Marketing, Group Sales Managers and Marketing Manager.
  2. Responsible for the day-to-day operation of all Regalia Hotel Group Properties including answering telephones, being the first point-of-contact for all walk-in clientele, and controlling and maintaining office supplies & equipment within budgetary guidelines.
  3. This person will also be responsible for the reporting, distribution and general support for the sales and marketing team.
  4. The position will cross-train with the Sales Assistant to fulfill the duties of this role in their absence.
  5. ESSENTIAL JOB FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:
    - a. Answer phones with appropriate greeting; offering to assist before offering to send to another's voice mail
    - b. Run Sales Success Report – each month by 1st Friday of the month for distribution to DOSM, Corporate Sales and property GMs
    - c. Set up show rooms for site tours at each property day of scheduled site tour
    - d. Assist in road shows and exhibitions
- EMAIL RESUME TO: [hr-shanghai@gch-china.com](mailto:hr-shanghai@gch-china.com)
- AVAILABILITY: Immediately
- COMPENSATION: Competitive
- MINIMUM JOB REQUIREMENT:
  1. College degree preferred, with emphasis in Business Administration
  2. LANGUAGE ABILITY: Proficient in both English and Mandarin. Ability to read and comprehend complex correspondence. Ability to effectively present detailed information both verbally and in written form to employees, managers, executives and guests.
  3. COMPUTER OPERATIONS: Above average proficiency in Microsoft Word, Outlook, Excel and Power Point.
  4. Minimum of 1 year experience as Sales & Marketing Manager in 5-4 Star hotel
  5. Excellent interpersonal and communication skills
- CONTACT INFORMATION:

Ms. Sarah Cai – HR Manager  
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