

Job Title: Sales Executive – Corporate & B2B (Luxury Travel & Hospitality)**Location:** Okhla Phase 2**Experience Required:** 2-3 years (preferably in corporate travel, hotel banquet sales, or MICE)**Salary Package:** 30k - 35k

Job Summary:

We are looking for a motivated and energetic Sales Executive to support our B2B and corporate sales efforts in the luxury travel and hospitality segment. The ideal candidate will have experience in corporate client handling, hotel or banquet sales, or managing travel accounts. This role involves lead generation, client communication, sales coordination, and relationship management.

Key Responsibilities:**1. Corporate Sales Support:**

- Assist in identifying and reaching out to potential corporate clients for travel bookings, hotel stays, and events.
- Support senior team members in preparing proposals and client presentations.
- Follow up on leads and maintain communication with corporate clients and agencies.

2. Hotel & Event Sales (If from hotel background):

- Promote hotel rooms, banquet packages, and corporate stay offers under the guidance of the sales manager.
- Coordinate with clients and internal teams to support event planning and execution.

3. Client Servicing & Relationship Management:

- Maintain relationships with existing clients through timely follow-ups and service support.
- Assist in managing key accounts and ensure client satisfaction and retention.

4. Sales Coordination & Negotiation:

- Prepare basic quotations and assist in negotiation processes.
- Coordinate with internal departments and vendors for smooth service delivery.

5. Market Understanding & Strategy Support:

- Conduct basic research on competitor offerings and market trends.

- Provide inputs to the sales team for strategy development and new outreach opportunities.

6. Reporting & Documentation:

- Maintain accurate records of client interactions, leads, and follow-ups in CRM systems.
- Submit weekly sales activity reports and support data entry for monthly targets and revenue tracking.

Key Skills Required:

- Strong communication and interpersonal skills
- Basic understanding of B2B/corporate sales or hotel/event sales
- Ability to build rapport and maintain relationships with clients
- Goal-oriented and eager to learn
- Proficient in MS Excel and familiar with CRM tools (preferred)
- Prior experience in hospitality, travel agencies, or hotel sales is an advantage