

**FIT SALES & CLIENT RELATIONS SENIOR EXECUTIVE**

**Person specification:** Friendly personality, quick learner, flexible, good communicator, team spirit, professional, focused, shows initiative, attentive to detail and commercially aware.

**Requirements:** IT literate, numerate and must be fluent in English and French or German

**Job specification:** Day-to-day costing and quotation function for FITs, to ensure a quick turnaround. This will involve costing requests and proactively creating new FIT programmes with a view to increasing our margin.

**Reports to:** **FIT Sales & Client Relations Manager**

**Key Tasks:**

* Prepare costing and quotations for FITs within an agreed time frame and in an agreed presentation style
* Objective is to maximise margin on all quotations
* Responsible for costing FIT tours from prices already contracted. Produce a quotation and detailed itinerary for the prospective client with the aim of making the sale
* Quoting, costing and booking services for FITs through Tourplan in line with budget and programme.
* Assisting with other tasks in the FIT department and other departments as required during your off peak season
* Organise and participate in FAM trips for both staff and agents.
* Some filing and general office duties as may be required.

**Additional Tasks**

* Assisting with Training of new team members
* Oversee day to day operations of the Team when FIT Sales & Client Relations Manager is out of the office
* To flexibly support team members of the same region (and other regions where business requirements demand) to fulfil their role as and when needed, for business reasons such as productivity, expertise absence, illness etc.)

**Notes**: Some overtime (evening & weekends) will be necessary to complete all of the above tasks, in a competent and timely manner, willingness and ability to do this is mandatory.

**This job description is intended only as a guide to the main responsibilities and it in no way intends to restrict any individual in the performance of other duties as may be required by the Company.**

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