**03 Junior Sales Tour Inbound (B2B/DIRECT clients)**

An enthusiastic and engaged sales person who is willing to join our Sales team in Hanoi, Vietnam. She or he is a Vietnamese native, speaks **German fluently** looking to work with international clients, in a great and friendly multi-cultural company and wishing to share her/his passion for their country & traveling.

**Job Description**

- Managing a client portfolio

- Communicating with B2B/DIRECT clients, meeting their demands and requirements via Skype, emails or phone

- Advising clients and keeping abreast of the market news and the forthcoming products

- Elaborating tour programs according to clients’ requests and following the Sales Department procedures

- Understand how clients think and adapt your ideas to suit individual needs

- Collecting marketing documents and providing additional information to clients (about the destination and the products) in order to boost sales

- Making calculations and sending quotations

- Co-operating with the operation and accounting departments to follow up and to ensure the completion of the tour programs created

- Attending team meeting

**Job Requirement**

- Vietnamese candidates only;  
- Excellent spoken and written in German  
- Experience in Luxury Travel is a bonus (but not required)  
- Microsoft Office (Word, Excel, Outlook, PowerPoint)  
- Able to work under high pressure and overtime  
- Want to work as part of a small team with a desire to succeed, willing to learn, flexible

**Total rewards:**

**\* The highlight and attractive benefits:**

1. International luxury travel company with professional, young and dynamic working environment, competitive salary & bonus

2. Intensive training including inspection trips as well as English courses free fee with Native English teachers

3. Motivation trips: Under the spirit “Work Hard, Play Hard”, annually there will be several Motivation trips of the whole Company, of each department, each destination with a lot of attractive team building, which enhance the team spirit and explore the potential ability of staff. In Head Office, there will be some short motivation trips giving you unforgettable experiences of interesting activities, such as: trekking, hiking, biking, kayaking .etc.  
4. Health care insurance:

Along with annual health check - up once a year, Company also offer a pack of comprehensive health insurance & accident insurance 24/24 AON.   
  
**The details about benefits as below:**  
Working time & rest:  
- 40 hours per week (8h30 – 12h/morning & 13h30 – 17h30: afternoon; off: Saturday & Sunday)  
- 12 days of annual leave entitlement  
  
Staff Wellness Program:  
- Annual Medical Check-up  
- Personal accident and health insurance 24/24 (AON)  
  
Company Events:  
- Motivation Trip.  
- Year End Party   
  
Other Benefits:  
- Lunch allowance   
- Public holiday bonus  
- The Thirteen Salary  
- Marriage Gift  
- Birthday Gift  
  
Education: English teaching by Native English teacher (free tuition fee)  
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*Please send your resume via email:* [*hr@exoticvoyages.com*](mailto:hr@exoticvoyages.com) *or to our office directly: Hanoi Head Office – C/o ATS Hotel, Suite 226, Pham Ngu Lao Street, Hoan Kiem Dist, Hanoi City, Vietnam or contact to Tel: +84 333 548 058 – Ext: 280 (Ms. Quynh Vu) to get more information.*

Preferred language (For applications)

English

Job Level

Experienced (Non-Management)

Job Category

Airlines/Tourism/Hotel  
Sales

Interpreter/Translator

Work Place

Ha Noi

Salary Range

Competitive salary