***A rare opportunity to work with a world-renowned brand, and a truly amazing product.***

*Virgin Atlantic Flightstore act as an extension of Virgin Atlantic Airways, and are the preferred distribution method for flights to the UK trade***.**

**Role**: **Sales Executive, Virgin Atlantic Flightstore (VAFS)**

**Reporting to**: VAFS Sales Manager

**About the role:** Due to a continued period of growth,we are looking to expand our team with an additional Sales Executive. We’re looking for a proactive, self-motivated individual who is happy to pick up the phone and build meaningful relationships with our customers. This will include occasional UK or overseas travel.

A perfect opportunity for someone looking to take their career to the next level in a dynamic environment where ingenuity and commercial acumen are recognised and rewarded*.*

**About you:** A highly effective communicator, you should be confident enough to make sound commercial recommendations which demonstrate a thorough understanding of the objectives of both the airline and our own business. Highly organised with the ability to prioritise workloads based on commercial criteria and work to tight deadlines.

Confident enough to sell to agency staff, and negotiate with agency owners.

**Key role objectives**:

* To manage relationships with a portfolio of agents, drive sales growth and develop new sales opportunities.
* To develop good open relationships with a portfolio of VAFS agents by telephone and face to face meetings
* Monitor and grow revenue from these agents
* Proactively follow up new business opportunities
* Support Sales Manager in key sales activities
* Develop a good relationship with our key airline contacts
* Actively promote new products to our agent portfolio

**Key Tasks & Responsibilities**:

* Manage a portfolio of tour operator accounts
* Work to set sales and growth targets for your portfolio
* Manage your own diary for sales calls, meetings and visits
* Identify potential new business opportunities
* Attend airline and trade functions
* Handle issues and queries from agents
* Account administration – setting up new accounts on the company’s internal database
* Reporting
	+ Daily/weekly/monthly sales
	+ Data for monthly/quarterly reports to Virgin Atlantic
* Communicating new product developments internally & externally
* Liaise with Marketing team to maximise airline messages or incentives
* Management of VAFS Sales email inbox
	+ log in / website assistance
	+ price match enquiries
* Organise and attend business development/sales meetings
* Assist the Sales Manager in delivering the agreed sales strategies
* Attendance at client visits and airline meetings as necessary
* Opportunity to attend and host events and overseas FAM Trips
* Support for VAFS Out of Date Range programme, and other VS brands as appropriate
* Updating VAFS product on Company Intranet

**General**:

* Be a committed, enthusiastic and supportive team member
* Be proactive in managing own workload and responsibilities
* Answer phones and respond to queries to company standards
* Answer other department’s phones when necessary
* Be aware of company’s goals and aims and strive to achieve at every opportunity
* Deliver an efficient and professional service to Aviate’s internal and external customers
* Attend and contribute in a positive and objective manner at team meetings or any relevant departmental/company meetings
* Acknowledge correspondence within set standards and timescales
* Assist other departments when and where necessary to ensure business continuity and minimum standard performance
* Maintain systems to ensure quality control
* Strive to continuously improve the quality (presentation, accuracy and coverage) of information relevant to the business
* Keep accurate records and filing systems both computer and hard copy resources.

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| **Knowledge/Skills** | **Essential** | **Desirable** |
| Self-motivated |  |  |
| Able to work on own initiative |  |  |
| Confident and calm personality  |  |  |
| Excellent communicator |  |  |
| GDS skills (in at least 1 GDS) |  |  |
| Understanding of flight sales market |  |  |
| Time management and organizational skills |  |  |
| High levels of accuracy in work  |  |  |
| Excellent verbal and written communication skills |  |  |
| Knowledge of Excel |  |  |
| Knowledge of Word  |  |  |
| Problem solver |  |  |
| Team player |  |  |
| Creative thinker |  |  |