

*Elegance & Tradition  
in the Heart of Saigon*

**We are Hiring!**

## Assistant Event Sales Manager

### EXPERIENCE AND SKILLS:

- Minimum of 2 years experiences in hotel MICE & events sales, preferably international hotel
- Bachelor or License academy in Business Administration school or Hotel Management school
- Sales acumen/ persuasive
- Competent desktop software user
- Fluent in English and the national language, a 3<sup>rd</sup> language would be a plus

### KEY RESPONSIBILITIES:

- Generate revenue and maximize the hotel's market share for MICE throughout aggressive sales
- Implement effective action plan according to the new market condition and hotel strategy
- Maintain good relationships and extend attentive service to existing productive accounts
- Ensure smooth running operation of the commercial section in consultation with the Director of Sales on all matters
- To promote the image of the hotel in order to create opportunities that will contribute to the profitability of the hotel

### CARAVELLE FAMILY

- Join the most Iconic Luxury Hotel in Saigon
- Be part of a Dynamic Team
- Amazing Guests Experience
- Best Benefit Scheme
- Engaging Performance Program