



Itineris Travel is recruiting a **Sales Assistant**

Job description:

The job incumbent shall be responsible for identifying business opportunities by looking for potential suppliers and evaluating their position in the industry. Negotiates the terms of an agreement with the supplier, agrees commission levels and special promotions. Prepares reports by collecting, analyzing, and summarizing information. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks. Prepares quotations, operates bookings and other sales functions as and when required, manages the back-office platform and other web platforms.

Profile of Ideal Candidate:

- Minimum Higher School Certificate
- A Degree in Business Management or Sales & Marketing or related field
- A minimum of 2 years relevant work experience in a similar position is required
- Solid negotiation skills.
- Outstanding communication and interpersonal skills
- Excellent presentation skills
- Good written and spoken English and French
- Energetic, self-driven person with positive can-do attitude
- Attention to detail, good administrative, organizational abilities
- Ability to build trusting supplier relationships and negotiate as well as manage contractual agreements
- Knowledge of the tourism industry desirable
- Driver's license

Employment Type: Permanent

Closing Date: 15 January 2019

Contact Name: Kevila Mardemootoo (kevila.valoo@harelmallac.com)

Harel Mallac building 18, Edith Cavell Street
Port Louis, Mauritius

within **harel mallac**



ITINERIS
Your travel designer