

REBECCA ADVENTURE TRAVEL is an innovative tour operator, focused on authentic trips in Ecuador, Peru & Colombia, based in Cumbayá, Quito-Ecuador.

JOB DESCRIPTION SALES SUPERVISOR

As a Sales Supervisor, you are mainly responsible for managing the sales team, delegate and supervise the communication with prospects and guests, manage the sales and organization of tours and develop commercial strategies.

You work full time, partly from home and partly from our office in Cumbayá.

TASKS & RESPONSIBILITIES

- ❖ Sales to both B2B and B2C
- ❖ Revise travel plans, vouchers and itineraries
- ❖ Create and quote new tours and itineraries
- ❖ Supervise and control all sales processes
- ❖ Develop a commercial strategy to meet sales targets
- ❖ Evaluate and identify business opportunities & products
- ❖ Build and maintain profitable partnerships with key stakeholders
- ❖ Be available for the emergency phone (24/7) turns

NECESSARY SKILLS

- ❖ Fluent in commercial English and Spanish both oral as written
- ❖ High communication and writing skills and ability to negotiate effectively
- ❖ Excellent sales and interpersonal skills, with an aptitude for customer service
- ❖ Flexible and adaptive in different situations, with high problem-solving skills
- ❖ In-depth knowledge of domestic and foreign travel destinations (Colombia and Peru desired)
- ❖ BSc degree in Tourism, Business Administration or relevant fields

THE IDEAL CANDIDATE

- ❖ Is creative, organized, proactive, focused on details and full of positive energy
- ❖ Ability to multitask, work independently and meet deadlines
- ❖ Should have commercial work experience in the travel industry for at least 5 years
- ❖ Lives in Cumbaya (desired)

To apply, please send your CV and motivation letter to sales@rebeccaadventuretravel.com

www.rebeccaadventuretravel.com - sales@rebeccaadventuretravel.com

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