

# Executive – Relationship Management



**Position Title:** Executive - Relationship Management

**Reporting To:** Assistant Manager- Relationship Management

**Function:** Relationship Management

**Location:** Bangalore

**Band:** 1

**Positions:** 1

**Purpose:**

Responsible for all sales activities in assigned accounts or regions. Manage quality and consistency of product and service delivery. To work in a team to maximize revenue segments & promote Galileo as a product to agents.

**Primary Responsibilities:**

- Maintain and develop existing and new customers through planned individual account support, and liaison with internal services team.
- Increase market share in the accounts assigned.
- Follow up on new leads and referrals resulting from field activity.
- Identify sales prospects and contact these and other accounts as assigned.
- Establish and maintain current client and potential client relationships.
- Promoting travel on assigned product in the specified territory
- Communicate new product and service opportunities, special developments & information
- Prepare presentations, proposals and sales contracts.
- Negotiating the terms of an agreement and closing sales
- Respond to and follow up sales enquiries using appropriate methods.
- Advising on forthcoming product developments and discussing special promotions.
- Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals.
- Maintain and develop a computerized customer and prospect database.
- Responsible for generation of the sales and market information reports on a regular basis.
- Attend training and to develop relevant knowledge and skills.
- Develop and maintain sales materials and current product knowledge.

**Attributes:**

- Self motivated individual with strong customer focus.
- Excellent follow up to ensure closure of issues.
- Strong interpersonal skills
- Good presentation skills
- Organized and methodical

**Educational Qualification / Experience:**

Graduate in any discipline. 1-3 years of proven track record in Sales/ Support function, Must have thorough understanding of Galileo GDS. If interested, please send your current resume with cover letter to Deepak Bhandari at

[deepak.bhandari@worldspanindia.com](mailto:deepak.bhandari@worldspanindia.com)