SALES COORDINATOR – Galangal: Luxury Travel Agency

ABOUT US
At Galangal we’re avid researchers with a spirited approach to travel, crafting unusual and extraordinary journeys in Spain. Our trips are thoughtfully planned, based on quality, exclusivity and personality, and have the expertise and local know-how that can hardly be acquired, thanks to a strong network of connections that allow us to deliver truly singular experiences.

We are seeking talented last year students of Marketing, Communication, Tourism or similar with a desire to work in a vibrant workplace and passionate about what we do.

If you are a self-driven and creative person who wants to join a company that is all about delivering customer focused travel experiences and values a start-up work environment this is the place for you.

YOUR ROLE
As a Sales Coordinator you will be the “right and left hand” of the Sales Director, providing her a broad range of support and services related to the lifecycle of each sales lead.

KEY RESPONSIBILITIES
- Design tailor made trip proposals
- Ensure all received leads are replied to in due time and necessary follow-up is processed
- Ensure that requested services are booked and confirmed within the required deadlines when a group is materialized
- Assist Sales Director in product development
- Build strong reports to be used for management briefings
- Active support in the processing and coordination of customer inquiries
- Collaborate in digital marketing tasks, managing social networks

TO SUCCEED IN THE ROLE YOU SHOULD HAVE
- Being native in English is essential
- A “make it happen” attitude
- Ability to work under pressure and multi-task as necessary
- Reliability, flexibility, and hardworking attitude
- Ability to quickly learn
- Solid communication and excellent interpersonal skills

To apply, send your resume to bolsatrabajo-madrid@slu.edu

http://slu.edu/madrid
Avenida del Valle, 34 - 28003 • Madrid, Spain  Tel.: (+34) 91 554 58 58 Fax: (+34) 91 554 62 02 • admissions-madrid@slu.edu
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- Self-motivation with the ability to use one’s own initiative
- Very good selling and influencing skills
- Good teamwork player who enjoys working with others
- Attention to detail and great organizational skills

**TO STAND-OUT YOU SHOULD HAVE**
- Graphic design knowledge to produce proposals
- Writing skills to produce content for blogs, social networks, online magazines, etc.
- Extensive travelling experience throughout Spain

**WHAT WE OFFER**
- Financial assistance
- Being part of a fast-growing company with great projection and a dynamic team that will welcome you with open arms
- Career progression in the company for outstanding commitment and talent

**Address**
- Paseo Imperial 8, Madrid 28005

**Schedule**
- seria media jornada con flexibilidad con respecto al turno pero de las ofertas que te envié, el perfil administrativo tendríamos preferencia que trabaje por las mañanas y el comercial por las tardes.

**Pay**
- 250 euros a month