

**Job Title: Sales Office Manager**  
**Annual Salary - £38,700 to £39,000**  
**Working Hours: 10.00am to 05.30pm**

We are looking for a Sales Office Manager with additional responsibilities of 'media manager' to work at our London Office. The successful Sales Office Manager will play a pivotal role in ensuring the smooth operation of our business. All candidates are advised to email their CV at the following address: [sajjad@starholidays.co.uk](mailto:sajjad@starholidays.co.uk)

### **Duties and Responsibilities:**

Your duties and responsibilities will include providing leadership and guidance to the team, overseeing recruitment, training, and performance evaluation, developing and implementing business strategies to drive growth, maximise revenue, and enhance customer satisfaction, managing sales activities, setting sales targets, and monitoring performance against goals, ensuring excellent customer service by handling escalated issues, monitoring customer feedback, and managing day-to-day operations, including reservations, ticketing, and administrative tasks, while ensuring adherence to company policies and procedures, budgeting, financial planning, and cost control to optimise profitability, ensuring compliance with industry regulations and standards. Managing risks associated with travel operations, utilising technology systems for reservations, inventory management, and online booking platforms, and staying updated on industry trends in travel technology, developing and executing marketing strategies to promote the agency's services, including advertising campaigns, social media marketing, and partnerships with travel influencers, handling the agency's online presence, social media marketing, content creation, and public relations, ensuring cohesive branding and engagement with the target audience across various platforms.

Your passion for the travel industry, combined with your leadership skills and business acumen, will be instrumental in driving the success of our agency.

### **Skills and Knowledge**

We are seeking a skilled Manager to lead our team and drive success in our bustling travel agency. If you possess the following skills, we want to hear from you:

- Possess the qualities of leadership to inspire and motivate our team to achieve greatness.

- Excellent communicator to be able to articulate and build relationships with clients, suppliers, and stakeholders.
- Can deliver top-notch service and resolve issues promptly.
- Can drive revenue and secure favorable deals through effective negotiation.
- Possess excellent problem solving skills
- Familiar with using marketing platform to maximise business reach in the target clientele.

**Salary and Benefits:** The salary guaranteed for this post would be between £38,700 to £39,000 p.a. and depends on successful candidate's experience and qualification.

**Work Address:**

Star Holidays (UK) Ltd  
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Email: [sajjad@starholidays.co.uk](mailto:sajjad@starholidays.co.uk)