

JOB TITLE: Assistant Revenue & Systems Manager – Turkey

Location: Istanbul, Turkey

Assistant Revenue and Systems Manager is responsible for building revenue growth, developing and sustaining strong hotel partner relationships within the assigned market. The core focus for this position is to assist Revenue & Systems Manager to drive revenue for a defined area through managing a portfolio of local hotels.

Essential Job Functions

- Assist Revenue Manager to Operate & Manage a Channel Management Service for hotels. Utilize a channel management tool, competitor price reporting tool and best practices to make recommendations to hotels and assist in setting rates and availability
- Assist to Revenue Manager to Supply hotels with Revenue, Sales, Customer Service & Systems training and provide suitable training materials to reinforce information delivered
- Provide ongoing Revenue, Sales & Systems support to hotel staff and management in a fashion deemed suitable to the support required be it hotel visit, telephone support or online webinar
- Solicit hotels for rates or special offers. Assist with the solicitation and loading rates on the Brand Sales Channels and communicate information on new Rates and Promotions to all relevant parties
- Ensure all hotel information and images are kept up to date and relevant throughout all Brand Channels, assist with the system build of new properties, where all accurate information must be sourced and then confirmed
- Assist to Revenue Manager to provide support by performing a variety of routine and some non-routine clerical and support functions in accordance with standard procedures
- Assist to Revenue Manager to generate a monthly activity report along with other routine and non-routine financial reports
- Contribute information to the country level Brand Portal, viewed by hotels staff, ensuring that the content is up to date, appealing, relevant and reviewed on a regular basis.
- Contribute to team effort by performing special projects and assignments as directed by management.

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Essential Job Requirements

- Minimum 3-5 years' experience in a revenue role, preferably within the hotel industry
- Proficiency in MS Office Products, (Excel, Word and PowerPoint)
- Experienced and confident presentation skills
- Experience in working with Property Management Systems & within a front office or reservations environment
- Excellent verbal and written communication skills
- Demonstrate problem solving skills
- Strong communicator with the ability to quickly build relationships with all existing and new hoteliers
- Fluent in English, writing & speaking