

TOR -Associate Corporate Sales Officer

- Maintain thorough knowledge of Drukair's terms, fare structures, and corporate sales policies.
- Handle all client-related requirements such as responding to queries, managing bookings, issuing and modifying tickets.
- Ensure all Memoranda of Understanding (MoUs) with corporate clients are up to date and services are delivered in accordance with the agreed terms.
- Compile and submit monthly reports on corporate sales and revenue performance.
- Liaise with internal departments and external partners to ensure timely communication and service coordination.
- Ensure that all services provided to corporate clients meet or exceed the established standards.
- Identify areas for operational improvement within the unit and provide constructive recommendations.
- Support the promotion of Drukair's brand as a reliable and service-driven airline.

Required Skills

- **Communication Skills:** Excellent verbal and written communication to engage professionally with clients and internal teams.
- **Interpersonal Skills:** Ability to build rapport, handle client concerns tactfully and maintain long-term relationships.
- **Problem-Solving:** Proactive in addressing client issues and finding efficient solutions.
- **Time Management:** Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- **Attention to Detail:** Accuracy in handling bookings, contracts, and reports.
- **Collaboration:** Strong team player with the ability to coordinate across departments and external agencies.