



Air Transat is the largest Canadian leisure airline and operates direct flights from most main airports in Europe to several Canadian destinations. From our office in The Hague/Schiphol the sales & marketing is handled for Air Transat flights in the Benelux, Germany, Austria and Switzerland.
Air Transat is part of Transat AT Inc., the largest integrated travel organization of North America.

As we are expanding our organization we have the following position available:

SALES & MARKETING COORDINATOR (F/M)
(Full-time)

Position

In this job you will assist the sales team in the German speaking countries. You will contribute to secure the existing business and grow the sales with new clients and/or distribution channels. You are working closely together with the sales executives in Germany, Austria and Switzerland.

Primary Duties and Responsibilities

- In close cooperation with the German sales executives, you coordinate the activities mentioned in the sales & marketing plan.
- You are responsible for the development and execution of sales & marketing activities with the client groups in the German speaking countries.
- You support the German sales executives and follow-up on their requests.
- You direct the German sales executives to any information that would be beneficial to know in the marketplace
- You supply the necessary input for business plans and presentations.
- You are responsible for improving efficiencies by simplifying administrative processes, improving filing systems and using the computer to it's capability to organize documents etc.
- You are responsible for the distribution of fares and schedules.
- You coordinate all logistics of product launches, promotions and sales & marketing related activities.
- You oversee agent incentive programs/contracts
- You update the b2b e-mail data base
- Other duties as requested

Profile

- Relevant education in tourism industry.
- Knowledge of the German speaking travel markets.
- Minimum of 3 years experience/background in the travel industry, preferably with an airline.
- Experienced in maintaining client contacts.
- Excellent in the German (mother tongue) and English language.
- Strong personality, creative and analytical.
- Affinity with (on-line) marketing, e-commerce and advertising.
- Solid knowledge of Word, Excel and PowerPoint, experience with GDS-systems.

We offer

- A challenging job in a growing organisation, excellent primary and secondary conditions (retirement plan, study trips, discount on tickets)
- A nice working atmosphere with motivated colleagues in a young and dynamic team

Contact:

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