



# Job Announcement

**Title: Russian Speaking Sales Manager – CIS Region**

**Reports to:** Sales and Marketing Manager, Phnom Penh.

**Based at:** Apsara Tours Head Office, Phnom Penh.

**Position:** Full Time

**Job purpose:**

To plan and carry out marketing and sales activities, so as to maintain and develop sales of Apsara Tours' services to CIS (Former Soviet Union) major Tour Operator and Travel Agents.

**Key responsibilities and accountabilities:**

- Maintain and develop a computerised customer and prospect database.
- Plan and carry out direct marketing activities (principally direct e-mail)
- Develop ideas and create offers for direct email and marketing to major accounts by main market sector and Apsara Tours' tour products & Services.
- Respond to and follow up sales enquiries by email, telephone, and personal visits.
- Maintain and develop existing and new customers through planned individual account support, and liaison with internal Operation staff.
- Monitor and report on activities and provide relevant management information.
- Carry out market research, competitor and customer surveys.
- Liaise and attend meetings with other company functions necessary to perform duties and aid business and organisational development.
- Responsible for making monthly promotion and/or monthly newsletter, product updates to be sent out to existing and potential client on the database.

- Manage booking that generate the responsible market.
- Joint exhibitions and conduct sales call to the responsible market
- Assisting Sales & Marketing Manager in producing marketing material (in Russian) for the company
- Generate sales focus and sale strategy for your responsible market
- Any other related job that management feels appropriate.

### **Scale and territory indicators:**

CIS States: Azerbaijan, Armenia, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Estonia, Moldova, Russia, Tajikistan, Turkmenistan, Uzbekistan and Ukraine.

### **Required Experience & Skills:**

- You must be passionate about travel & sales and thrive on providing **exceptional customer service**.
- You must have **past travel and sales experience** with a track record of increasing sales in a competitive environment and work effectively under pressure managing to juggle multiple tasks.
- You must speak fluent Russian and English, knowledge of Khmer is an advantage.
- computer literacy (Word, Excel, Power Point, E-mail) and typing skill at least 50wpm
- excellent communication skill, good attention to detail
- efficient organisation, and the ability to work successfully within a team are all essential skills required for this role.

### **Qualification:**

- Business degree or related degree holder

### **Reward:**

In this exciting role you will have the opportunity **join a leading tour operator** and **advance your career**, work in a great team with a supportive management, as well as participate in ongoing training and development. We will also provide you with a **competitive salary and bonus**. **Profit sharing** option will also be considered.

## ABOUT APSARA TOURS

A family-owned company since its auspicious conception in Phnom Penh in the 1990s, Apsara Tours is committed to the continuation of its role as a fully integrated travel business by owning and operating its touring, accommodation and bus operations.

The *Apsara Tours Group* recently embarked on a program of international growth, with the objective of positioning the company as a truly multi destination tour operator and one of the region's leading travel companies. In doing so, the company has embraced an efficient, goal-oriented business that nurtures and develops a culture of exceptional performance. Apsara Tours will continue to expand on present commitments to touring in Southeast Asian regions.

**If this sounds like the exciting opportunity you have been waiting for then apply today and you could be part of our winning team!!**



**Please forward your CV to:**

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**Attn: Ms Chanthavy Reth**