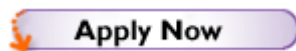




## Concierge Sales Manager

**Company:** Circle Line Downtown  
**Status:** Full Time, Employee  
**Relevant Work Experience:** 2+ to 5 Years  
**Education Level:** Some College  
Coursework Completed

**Location:** 10004  
**Job Category:** Hospitality/Tourism  
**Career Level:** Manager (Manager/Supervisor of Staff)



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### Job Description

#### Responsibilities:

- Establish professional relationships with Concierges of leading hotels and corporations within the greater New York City Metropolitan Area
- Introduce Circle Line Downtown products and services to concierges.
- Must attend tourism industry networking events
- Manage voucher distribution
- Establish & maintain relationships with existing Circle Line Downtown clients
- Build, manage & maintain concierge and commission database
- Liaise with accounting department to ensure correct accounting of concierge commissions.
- Distribute commission checks.
- Implement and manage monthly incentive program
- Complete monthly productivity log
- Develop promotional mailings
- Replenish brochures, vouchers and other necessary sales tools.
- Assist in coordination of industry partner programs.
- Provide trade show assistance, as needed
- Assist in implementation of tactical strategy for placement of Street Team

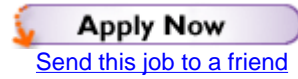
#### Skills / Qualifications:

- Customer service, people skills, action oriented, professionalism, dependability

- Proficient in Microsoft Office applications
- Must have an extensive concierge relationship contact list

**Contact Information**

**Company:** Circle Line Downtown  
**Reference Code:** Concierge



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