



**JOB TITLE:** Sales Executive  
**REPORTS TO:** Guest Services Manager

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### **THREE MILE BEACH OVERVIEW**

Recently featured in 'The Times 100 Best Trips for 2021', along with other publications including Vogue, The Telegraph, Conde-Naste, Forbes and Sheer-Luxe, Three Mile Beach is a collection of fifteen luxury self-catering beach houses nestled in Gwithian Towans on St Ives Bay. We're on a mission to reinvent the holiday rental experience. We have the location. We have the beach houses. We now need Three Mile Beach people.

We're on the lookout for talented people with specialist skills. That's a given. We're also on the hunt for teammates. Ones who muck in and help out. People who deliver cracking guest experiences and enjoy doing it. People who share ideas, chat to guests as well as teammates. If you want to be part of our fun, hard-working team who love where they work, we'd love to hear from you.

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### **JOB PURPOSE**

We are looking to hire a Sales Executive who will be a key point of contact between Three Mile Beach and its clients; answering queries, offering advice, and introducing products. The job will revolve around discovering and pursuing new sales leads, closing deals, and maintaining customer satisfaction. If you have excellent communication skills and feel comfortable reaching out to potential customers to demonstrate our services and products through email, phone and face-to-face then we'd love to speak to you.

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### **KEY ACCOUNTABILITIES**

- Taking ownership of enquiries
  - Using sales techniques to convert general enquiries to sales leads
  - Ensure a high level of enquiry conversion through excellence in product knowledge, sales techniques, the quality of your interactions with clients, your level of service and your passion for Three Mile Beach
  - Calling clients and generating enquiries, as well as taking customer bookings
  - Keeping up to date with local & regional events and opportunities to ensure we remain competitive in the market
  - Proactively contacting prospective customers using various methods
  - Attending in person meetings to promote Three Mile Beach
  - Provide generalist office support as required, including answering and returning telephone calls and responding to emails.
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### **SKILLS & PREVIOUS EXPERIENCE**

- Prior sales experience
  - Able to analyse any potential issues and problem solve effectively
  - Strong planning and organisational skills
  - Attention to detail and administrative skills
  - MS Office and general computer competency
  - Strong communication and interpersonal skills.
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### **BEHAVIOURS**

- Positive, enthusiastic and thrives in a highly dynamic environment.
  - Self-motivated and adaptable, with the ability to work on own initiative
  - Effective team player
  - Customer focused with a can-do attitude
  - Willing to help with tasks outside of day-to-day duties.
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### **ADDITIONAL REQUIREMENTS**

- Full, clean driving licence
- Flexibility with working hours.