**Seek Advert for Trade and Tourism Account Manager**

We are seeking an enthusiastic full-time Trade and Tourism Account Manager. In this role, you will be responsible promoting the Museum to the tourism and travel market. As a charitable trust, the Maritime Museum needs to build its revenue and you will be a key player in helping us to grow and achieve our goals.

The successful person will be responsible for:

* Developing and managing relationships with inbound tour operators, wholesalers and other tourism operators to increase revenue from inbound FITs and groups
* Maintaining and managing all tourism, cruise ship and C&I bookings
* Liaising with the museums tour guides to organise all pre-booked tourism groups
* Conducting product training and knowledge updates, hosting familiarisations of key tourism and travel trade agents and media

The ideal candidate will have:

* Demonstrated sales experience
* A minimum of two to three years’ experience working in the Tourism Industry
* Excellent communication, relationship and interpersonal skills;
* Demonstrated ability to be a self-starter and plan, prioritise and organise time effectively;
* Confidence in developing new relationships and working with stakeholders
* Flexibility to travel outside of Auckland to attend occasional trade related events or provide agent updates
* Bookings system knowledge and experience is desirable
* Excellent computer skills and Microsoft Office software ability
* A relevant work visa

This role is a standard workweek however you may be required to work on occasional evenings or weekends to attend meetings, events or conferences.

Applications close on Wednesday 6 September 2017.  A copy of the Position Description will be emailed to all shortlisted candidates.  Please email your application to andrea.parr@maritimemuseum.co.nz.