

## JOB VACANCY

HDC (161)-HRM/IU/2021/626  
16<sup>th</sup> December 2021

### **Hospitality Business Executive Business Solutions**

#### **MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF level 7 qualification in Hospitality Management/Business with minimum 2 years' experience in relevant field (OR)
2. Advanced Diploma or MNQF level 6 qualification in Hospitality Management/Business with minimum 5 years' experience in relevant field.

#### **OVERALL SCOPE**

3. Responsible for managing and handling business activities related to hospitality business management under Hospitality Business Management Section.

#### **SCOPE OF WORK**

- Establish relationships with tourism stakeholders and identify opportunities for new contracts.
- Determining new investment opportunities through market research and trends.
- Developing new business strategies according to the law and legal procedures.
- Arrange business meetings with prospective clients.
- Promote the products/services addressing or predicting clients' objectives.
- Advise clients on creating profitable processes.
- Schedule regular meetings with customers to ensure they are satisfied.
- Ensure both the company and clients adhere to contract terms.
- Study competition to find new ways to retain customers and develop new markets.
- Set sales and revenue targets and work diligently to meet them.
- Seek new areas of business to meet revenue targets.
- Conduct product/service development & handle products & services portfolio.
- Ensures that sales efforts are progressing and meeting goals, targets, etc.
- Establish yearly budget for marketing and controlling expenditure.
- Any other related works as directed by immediate supervisor.

#### **JOB SKILLS AND SPECIFICATIONS**

- Extensive Knowledge of various tourism-related trends.
- Understand how to present features and benefits of product and services to customers with differing needs.
- Proven experience in the relevant field for minimum 2 years.
- Proven track record of meeting and exceeding targets.
- Excellent writing and communication skills in English and Dhivehi.
- Should be able to work as an individual and as a flexible team player.

#### **SALARY PACKAGE:**

Salary negotiable based on qualification and experience.

#### **REQUIRED DOCUMENTS**

1. Accredited certificates,
2. Job reference letters
3. NID card or Driver's License
4. Police Report

Apply via: <https://jobs.hdc.com.mv>

Deadline: 23<sup>rd</sup> December 2021, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516