

Marketing & Sales Assistant Manager

Our Jungle Resorts - Khao Sok, Thailand

Our Jungle Resorts in Khao Sok is looking for an experienced Sales & Marketing Coordinator. There are 42 bungalows and treehouses across two properties - Our Jungle House and Our Jungle Camp Eco-Resort. For over 35 years, we have been a leading example of nature tourism and sustainable practice.

The Thai or Foreign candidate needs to be based in Khao Sok at least half time each month, and work effectively in a mixed team. The candidate will be responsible for implementing marketing strategies for domestic and international clients, and maintaining effective relationships with B2B partners and sales channels.

Our Jungle Resorts will provide an appealing compensation package, inclusive of government health insurance, work permit (if needed), performance-based bonuses, and food & accommodation while working onsite.

Required Skills and Competencies

- Lead and develop Sales & Marketing team by proactively coaching and mentoring team members
- Commercially focused, have the ability to analyse market data and be results driven
- Articulate, confident communicator at all levels both with colleagues and clients.
- Strong understanding of digital marketing including web analytics metrics and tools.
- Creative and the ability to influence decisions.
- High level of customer focus and understanding.
- Conduct bi-monthly snapshot meetings with the team and update on activities/sales to date and plans for the months ahead.
- Encourage positive working relations with all departments by regular communications and feedback.
- General interest in sustainability, nature, and local Thai culture
- Written and spoken English, Thai language skills preferred

Job Responsibilities

- Devise and implement the overall sales and marketing plan for the resorts and actively monitor its progress in terms of achieving KPIs, budgets and revenues.
- Liaise with the General Manager in adopting price strategies across the resorts
- Build and promote strong, long-lasting relationships with tour agents and other B2B partners
- Analyse current markets and identify new markets and potential clients.
- Organise and conduct site inspections and familiarization trips in conjunction with the resort team.
- Manage the number and performance of third party and promotional websites and liaise with providers in ensuring optimisation of the resort's online position.
- Proactively monitor the resort's profile on the various social media platforms and ensure appropriate responses are posted in a timely fashion.
- Liaise with the Digital Team in managing the content of the resort's website.
- Oversee social media platforms including strategy, content creation, and managing input from influencers, volunteers, and subcontractors
- Develop and implement a strategic sales plan and outreach to high-value new clients and communicate them clearly to all parties.
- Manage all promotional collateral from copyright through to design and print and ensure that it is in line with Our Jungle Resorts.
- Ensure in house promotional material is current, effective and supports any new sales and marketing promotions.

- Manage the guest database and ensure that client's details are accurate and UpToDate.
- Ensure that all client correspondence is tracked and recorded, including quotations and contracts.
- Maintain the highest standards of professional conduct at all times when dealing with clients, guests etc.
- Track market trends, emerging markets, and competitor development; and use this knowledge to improve existing products and develop new offerings
- Submit sales & marketing activity reports plans and progress to the directors and general manager
- General operations support as needed (guest relations, problem solving, etc.)

Compensation depends on experience.

Interested candidates may send your resume together with an introduction email to manager@ourjunglekhaosok.com

Only shortlisted candidates will be contacted.