

## JOB INFORMATION

Job title: S2. C22CS Account Representative, Corporate Sales  
S3. C23CS Account Manager, Corporate Sales  
Department: Marketing & Sales, The Americas  
Location: 1701 Golf Rd. Tower-3, 3rd floor Rolling Meadows, IL 60008, USA

### **Basic Responsibilities:**

This position is responsible for generating passenger traffic for ANA to achieve sales targets through personal contact with key decision makers at corporations and their designated travel agencies and with individual customers, supporting with other sales functions as necessary, and for building new business opportunities for ANA.

### **Essential Duties and Responsibilities:**

1. Attain sales quotas in accordance with guidelines provided by Management or MASTA.
2. Strategize account portfolio management to maximize the outcome.
3. Develop account strategies by analyzing various data, gathering competitive information, understanding customers' needs, and using all other resources.
4. Negotiate with internal and external counterparts in order to realize most effective contract pricing and scheme.
5. Implement a contract/scheme and educate travel agencies, travel managers, travel arrangers, travelers and/or other stakeholders to work/travel with ANA comfortably.
6. Maintain high level of visibilities and activities for assigned account portfolio, particularly for strategically important accounts.
7. Visit or make sales calls to VIP customers and accounts to increase presence.
8. Plan and conduct business functions such as promotional and/or hospitality events in order to develop relationships and partnerships.
9. Review account performance jointly with business partners or by stand-alone and, if needed, develop counter measures.
10. Take an active role in resolving any troubles or disputes.
11. Coordinate joint sales activities with business partners.
12. Maintain a high level of product and industry knowledge, including tariffs, schedules, sales promotion items, service features of the ANA product line, competitive information and industry trends.

13. Research new business opportunities and develop relationships.
14. Perform general administrative duties such as status report, CRM system update, and other documentations in accordance with guidelines provided by Management or MASTA.
15. Perform any other duties as directed by Managers.
16. Comply with federal, state and local requirements.

### **SKILLS AND QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education/Experience:**

Bachelor's degree required; Five years of related sales experience required; Experience in the Airline/Travel industry required; Or any equivalent combination of education and experience.

#### **Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Windows word processing software and Excel spreadsheet software.

#### **Certificates and Licenses:**

No certifications needed

#### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Work Conditions:**

Full-time Position, Exempt

**Work Hours:**

Basically 8:30 am to 5:00 pm

**Office Location:**

1701 Golf Rd. Tower-3, 3rd floor Rolling Meadows, IL 60008, USA

**Pay Range:**

S2-S3 : \$57,000-\$72,000 / Annual

\* Must be legally eligible to work in the United States (The employer does not provide visa sponsorship)

**HOW TO APPLY FOR A JOB**

If you are interested in applying for the position, please send the following information with a cover letter and resume to [laxhr@fly-ana.com](mailto:laxhr@fly-ana.com). Please be advised that ANA will contact qualified candidates ONLY.

Your resume and cover letter should include the following information:

1. Name, address, phone number and e-mail address
2. Position you are applying for
3. Education History
4. Employment history
5. Any special qualifications, knowledge or skills
6. Salary requirements