

**RwandAir Ltd** is the flag carrier airline of Rwanda. It operates domestic and international services to East Africa, Central Africa, West Africa, Southern Africa, Europe and the Middle East from its main base at Kigali International Airport. Our mission is to provide unsurpassed, safe, and reliable services in air transportation, including strategically linking Rwanda with the outside world, while ensuring a fair return on investment. As part of the expansion strategy, we are looking for interested, qualified, and competent candidates to fill the following vacancy:

**Job Title:** Sales Executive  
**Reports to:** Sales Supervisor  
**Location:** Accra, Ghana

### **Job Purpose**

The Sales Executive is responsible for driving the Airline's targets on sales, being accountable for the top line, and developing and maintaining an effective Airline commercial network.

### **1. Key Duties and Responsibilities:**

- Gather and prepare a clientele database for planning and identifying clients' needs;
- Prepare visit work plan for clients for optimum utilisation of time and resources;
- Visit, service and build relations with the market to maintain loyalty and optimise revenues;
- Achieve sales targets in line with budget for the profitability of the airline;
- Prepare and close sales contracts/incentives and deals to key accounts to generate maximum revenue;
- Promote WB products and services to create awareness and generate sales and revenue;
- Gather market intelligence to identify threats and opportunities to maintain a competitive edge and generate sales;
- Prepare sales reports for management information and performance evaluation and monitoring.

### **2. Desired Profile: Required education, Experience, and Abilities:**

- Degree in any relevant field;
- Minimum of two (2) years of experience in RwandAir;
- More than two (2) years of experience in the position of sales & ticketing is an added advantage;
- Selling and negotiation skills;
- Strong communication and interpersonal skills;
- Computer literate;
- Analytical influencing skills;
- Ability to work in a fast-paced and highly-growing business;
- Customer-focused approach and ability to learn and adapt to needs and changes quickly;
- An excellent command of the English language (written and verbal) is essential;
- Knowledge of French will be an added advantage;

### **3. How to apply:**

- An application letter addressed to the Chief HR & Administration Officer;



# RwandAir

*Fly the dream of Africa*

- Recent Curriculum Vitae;
- Copies of Notarized Degree/Diploma certificates
- Relevant certificates;
- Copies of academic papers;
- A photocopy of the Passport/National ID.
- Three referees

The deadline for submitting your applications is **on January 20, 2024**. Please through recruitment portal; <https://erecruitment.rwandair.com/Account/Login>

**NB: Only shortlisted candidates will be contacted.**