

Vacancy Announcement

Montenegro Adventures, a destination management company and licensed tour operator based in Podgorica, is seeking applicants for the following position:

Sales Manager

MICE DEPARTMENT

The Sales Manager will be responsible for assigned group enquiries from several markets, focusing on specific business-related issues such as developing, marketing, contracting, and selling conferences, meetings, incentives, or events. In addition, the Manager is responsible for helping clients select and organise their ideal conference/event for different budgets and providing advice about hotels, venues, routes, visas, and many other aspects (giving information related to venues, culture, nature, sightseeing, cuisine, or logistics, etc.). Therefore, communication skills and a focus on clients' needs are obligatory to help determine the exact expectations of the clients.

In addition, the agent will collect and process payments, maintain statistical and financial records on sales, meet the agreed targets for the set periods, perform market research, participate in creating the new website and other promotional tools to support the conferences and events in Montenegro, prepare and negotiate the contracts with the hotels, transportation companies, different suppliers; participate in tenders etc.

Required Qualifications:

Secondary school diploma (University degree in tourism, languages, economy, business administration, or similar is preferable)

Desirable experience and skills

- Practical experience in a travel agency or sales and marketing in the hospitality industry is mandatory
- Fluency in English is obligatory; additional language knowledge is desirable (German, Russian, French, Italian, Spanish, etc.)
- Computer literate, including Microsoft Office applications
- Previous experience in organising conferences or events is highly desirable
- Highest standards of integrity, diligence, and professionalism



- Customer services approach; excellent communication and interpersonal skills, ability to focus on clients' needs for each enquiry
- Ability to plan, set priorities, and meet deadlines under pressure
- Well-organised, accurate and meticulous in compiling information from various sources and planning and organising clients' travel itineraries
- Ability to travel is a must (driving license with a clean driving record is preferable)
- Ready to work unorthodox hours

To be considered for the above position, please send the following:

- **Cover/motivational letter of interest in English specifying the job you are applying for, as well as your motivation**
- **Curriculum Vitae in English**

The process consists of several phases:

- Shortlisting of the candidates who fulfil the requirements
- Interviewing
- Recommendation and certificates checkup (for candidates who have fulfilled the requirements mentioned above only)

Please send your application by mail to jobs@montenegro-adventures.com

The deadline for submission is Tuesday, 15 July 2025.

Only candidates who meet the minimum requirements will be invited to an interview.

Montenegro Adventures is an equal-opportunity employer.

Montenegro Adventures is a non-smoking environment.

IMPORTANT: Expatriates currently residing in Montenegro, as well as Montenegrin nationals, are welcome to apply. However, please note that this is an on-site position, so you must be based in Podgorica.