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Cluster Sales Coordinator Jobs In Dubai | Jannah Hotels + Resorts

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Company: Jannah Hotels + Resorts

Location: Dubai

Category: sales-and-related

Cluster Sales Coordinator Jobs In Dubai | Jannah Hotels + Resorts

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The team member's duties includes but not limited to supporting sales team to ease the admin workloads by issuing contracts, prepare forms, coordinate and follow-up with relevant departments internally, handling offline bookings, handling complaints as per decision of account manager, etc.

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Responsibilities

Support with contracting procedures & offers preparations

Follow up on internal & external communication

Deploy availability calendars and updates

Qualify new referral accounts, handle offline inquires, urgent calls, emails, and messages, answering customer queries, ensuring pricing are quoted accurate and responded to on time

Developing and maintaining filing systems for accurate sales records, prepare reports, submit internal forms, provide financial figures and scheduling segment related events.

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Requirements:

A bachelor's degree in business administration or a related field.

2 or more years' experience in Front Office, Reservations or customer service.

Experience as a sales coordinator or in administration may be advantageous.

Good team development and leadership skills.

Ability to learn new skills fast and grow within Leisure sales

Computer literacy. Opera knowledge is advantageous.

Good administrative, organizational, and problem-solving skills.

Excellent communication, sales, and customer service skills.

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