

# United Arab Emirates Jobs Expertini®

## Corporate and Groups Coordinator Jobs In Dubai UAE | Accor

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Sofitel Dubai the Obelisk is Sofitel's largest property in the Middle East. The hotel features 594 luxury guestrooms inclusive of 68 suites and 96 serviced apartments in the heart of Dubai. A variety of trendy restaurants and bars including a contemporary Asian restaurant, a Gastro Pub, a French Brasserie and Pool Bar & Lounge bring residents and patrons together to celebrate the French "Joie de Vivre". Guests have the option to unwind at the Sofitel Spa with L'Occitane and outdoor pools with private cabanas or workout in a fully-fledged fitness center. Business travelers have access to 1,589 square meter of meeting space including one state-of-the-art ballroom ideal for the most sought after social gatherings.

Responsibilities: Attend to Telephone, Fax, email inquiries in a timely manner

Coordinate all Fam Trips and Site Inspections as required

Attend Monthly Sales Meetings

Attend to all Sales Department mail and maintain a correspondence database

Assist with direct mail campaigns

Statistical collation on behalf of state (weekly) Requirements: Good understanding of luxury market

Good understanding of all hotel departments

Knowledge of sales skills and revenue management

Must have strong interpersonal skills with attention to details

Strong written and verbal communication skills#J-18808-Ljbfrr

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