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Groups Coordinator Jobs in Abu Dhabi | NOVOTEL Careers

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Company: NOVOTEL

Location: abu dhabi

Category: other-general

Groups Coordinator Jobs in Abu Dhabi | NOVOTEL Careers

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Description:

Assist the Reservations team in all rooms enquiries, reservations, confirmations, cancellations and operating yield management to ensure highest rates and occupancy are achieved.

Job Responsibilities:

Assist team in maximizing room revenue, average room rate and occupancy percentage through efficient yield management.

Ensure all guest's requests are answered i.e. brochure requests, confirmations etc.

Constantly monitor availability and close out/open up to different rate codes.

Be familiar with all rates.

Answer inquiries pertaining to hotel services; registration of guests; and shopping, dining, entertainment, and travel directions.

Make and confirm reservations.

Assist the Reservation Manager to operate an efficient reservations department ensuring highest occupancy is achieved.

Job Requirements:

Excellent communication skills

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