

## Sales Coordinator - Accor

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Company: Talent Pal

Location: Ras Al Khaimah

Category: sales-and-related

**Company Description** Sofitel Al Hamra Beach Resort **Job Description** To ensure smooth administration of Sales & Marketing Department to the standard required by the Hotel and follow up of assigned and WalkIn site inspections and inhouse group arrangements. To coordinate all internal and external correspondence incoming email and another administrative duties for the Sales team. To maintain complete and supported records of all sales agreements contract and quotes for the hotel as per Sofitel procedures and policies. To provide a courteous professional efficient and flexible service at all times following Sofitel Palm standards of performance by email phone or in person. To be entirely flexible and adapt to rotate within different sub departments of the Sales and Marketing Department or any other Department of the hotel as assigned. To perform all duties and tasks when rotated or assigned to another Department as per Master Task List or Standards of Performance. To be fully conversant with all services and facilities offered by the hotel. To perform opening and closing procedures established for the Sales office. To ensure that the Sales office and surrounding area is kept clean and organized at all times. To monitor operating supplies and reduce spoilage and wastage. To utilize Delphi for all accounts management functions and assist the assigned Sales Managers with the necessary followup when they are out on sales calls. To ensure that the correct booking procedures are implemented including group room and meeting program history contractual agreements room block analysis etc. To ensure that all credit and collection procedures that have been established by the Hotel are implemented following the established Credit Policies and Procedures. To ensure that all sales contracts follow the established Hotel Policies and Procedures. To project a warm

professional and welcoming image in person or on the phone. To be demanding and critical when it comes to departmental standards. To ensure that an efficient and accurate filing system both manual as well as electronically is maintained at all times. To ensure that up to date Delphi records of all corporate and group accounts. To keep and to safeguard all contacts and financial documents. To ensure office coverage for lunch break phone calls and weekends. To carry out quarterly biyearly yearly inventory of the operating equipment. This job has been sourced from an external job board. More jobs on

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