

Sales Coordinator Jobs In Dubai | Hyatt Hotels

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Company: Hyatt Hotels

Location: dubai

Category: other-general

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The Hyatt Place Experience. Hyatt Hotels have long been known for going beyond simple accommodations to create rewarding experiences for their guests. Through dramatic design, innovative cuisine and attentive service, Hyatt approaches the hotel stay as an opportunity to inspire. Hyatt Place, a new kind of Hyatt where the style's relaxed, and the standards are anything but. Hyatt Place is designed to give guests a brand-new hotel experience. And you are the key to bringing it to life.

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ResponsibilitiesEnsures that an efficient and accurate filing system, both manual as well as electronic, is maintained at all times.

Maintains complete and supported records of all Sales Agreements, Contracts and Quotations for the Hotel:

Establishes an efficient trace file to ensure that all business booked is properly tracked.

Database Management

Account Mapping

Monthly MIS

Adherence to Standard Operating ProceduresApply Also Enterprise Account Executive

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RequirementEnsures professional sales Calls using Hyatt's Consultative Selling

Professionally conducts routine telemarketing activities to identify new business opportunities.

Follows up sales leads to identify prospect.

Plans and makes Sales trips to the parties concerned which is our current and potential clientele to explore into new business opportunities.

Establishes strong contacts to source for information in regard to planned and upcoming functions/ events.

Attends and contributes to all training sessions and meetings as required.

Ensures high standards of personal presentation and grooming.

Responds to changes in the Sales and Marketing function as dictated by the industry, company and hotel. Apply Also Senior Tax Accountant Jobs in Sharjah | British Council

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