

## Sales Coordinator Jobs In Dubai UAE 2023 | Michael Page

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Description:

As a Sales Coordinator you will work in close collaboration with Sales and Reservations teams, you will manage the admin and general aspects of Sales team:/

**Job Responsibilities**Manage administrative tasks of Sales team

Effectively convert enquiries into confirmed business and work closely with the Reservations team

Review rooming lists for accuracy and ensure prompt processing.

Maintain relationship with guests for all matters pertaining to rooms, monitor groups pickup, manage rooming list changes and track the inventory for individual groups

**Requirements**Previous experience in Hotel Reservations

Confident OPERA user#J-18808-Ljbffr

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