

Sales & Marketing Coordinator Jobs in Dubai | Hyde Hotel

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Sales & Marketing Coordinator Jobs in Dubai

Hyde Hotel Dubai provides a sanctuary, a hideaway destination for those in-the-know, presenting a new kind of bespoke hospitality. Intuitively dialed into our guests' interests, needs and aspirations,

We celebrates the true spirit of discovery and the adventure of human connection.

Authentically personal and captivating iconic moments. Hyde is much more than a brand – it is a state of mind.

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Responsibilities:

a-Prepare all administration documents required by the Hotel Sales Team

b-Attend to Telephone, email and all other relevant channels' inquiries in a timely manner

c-Coordinate all Fam Trips and Site Inspections as required

d-Prepare and maintain all necessary administrative documents required by the sales and marketing teams.

e-Coordinate and assist with the organization of trade shows, functions, exhibitions, and promotional events.

f-Maintain accurate and up-to-date databases for customers, contacts, and business details.

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Requirements:

a-Minimum of 2 years of experience in an admin, sales or marketing position.

b-Degree or diploma in Hotel Management, Business Administration, or a related field.

c-Strong knowledge of sales techniques, revenue management, and marketing principles.

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