



SALES COORDINATOR

Amara Sanctuary Resort Sentosa, SINGAPORE

Date Posted: 18 May 2017

Apply By: 17 June 2017

Department: Sales & Marketing

Employment Type: Full Time

JOB SUMMARY:

Provide sales administration support to Corporate and Travel Agent Sales Managers.

RESPONSIBILITIES:

1. Assist the Sales Managers to prepare corporate letters, proposals and confirmations to corporate clients. Ensure that phone calls are answered within 3 rings and messages are taken in the absence of all in the Sales Team.
2. Attend to and follow up on sales enquiries over phone/emails and ensure effective interaction and work in co-ordination with other Departments. Prepare welcome letters for individual guests who are under group bookings as and when required.
3. Provide administration support to the Sales team and assist in taking room reservations from corporate accounts for FITs and groups less than 5 rooms.
4. Prepare invoice and follow-up on payment for Travel Agents. Ensure that updated availability chart is constantly sent out, on behalf of Sales Managers.
5. Ensure the availability of up-to-date standard forms (Temporary Credit, Room Reservations and Entertainment Forms etc) and par stock of office stationery. Prepare NIP for order of stationery/name cards and other non-inventory purchases.
6. Maintain a library of updated and relevant format letters/correspondences and assist in official functions, cocktail parties and wedding shows.
7. Assist in the compilation of the Top Corporate Accounts, Top Travel Agent, Top 10 Countries Reports on a monthly, quarterly, half-yearly and yearly basis.
8. Provide secretarial support to the Director of Sales & Marketing in the absence of the Sales Secretary and cover tasks of Sales Co-ordinator, Events & Conventions during his/her absence.
9. Key Performance Indicators also include:
 - Conduct site inspections (three per week)
 - Create two new initiatives per quarter
 - Assist Assistant Director of Sales with submission of proposals in Cvent

Others:

10. Perform any other duties as assigned by management.

JOB REQUIREMENTS:

1. Support and uphold the company mission, vision and values.
2. Maintain highest standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. Proficient in MS office applications & Hotel systems.
4. Good communication skills in spoken and written English.
5. Pleasant personality.
6. Good interpersonal skills.
7. Ability to work in a fast-paced environment.
8. Well-organised.

QUALIFICATIONS & EXPERIENCE:

1. GCE 'A' levels
2. Hotel experience preferred though candidate with no experience may be considered.

SPECIAL REQUIREMENTS:

1. Assist in events on weekends when required.
2. Able to operate Hotel systems (training will be provided)
3. Willingness to travel to Sentosa.

Interested applicants may email their resume to career@amarasanctuary.com