



## **Sales Coordinator**

### **Toronto, Ontario**

We are currently seeking a dynamic, motivated, sales-minded individual for the position of Sales Coordinator. This role is a great development opportunity for those aspiring to eventually become Sales Managers and is best suited to a well organized and results-oriented person with a proven track record of outstanding customer service.

#### **BASIC RESPONSIBILITIES:**

- Completes administrative duties to enhance the performance of the Sales Manager and Sales department under the direction of the Sales Manager.
- Specific duties include, but are not limited to; completing RFP's, arranging and conducting site visits, preparation of proposals and contracts, maintain new accounts, renewal, and lost booking reports, and telemarketing, qualifying sales leads & arranging for appointments.
- Assists with conducting outside sales calls.
- Verifies sales volume of corporate accounts, packages, and special promotions to ensure proper tracking and recording in market segments.
- Provide assistance to customers and potential customers in a positive and efficient manner to meet and exceed their expectations.
- Effectively communicate any information or requests to co-workers as necessary to ensure teamwork results in exceptional customer service
- Complete proposals and contracts
- Manages deadlines for contract, rate, advertising, etc to ensure they are submitted on time.
- Assist in developing advertising and marketing material
- Maintains file of sales, advertising and marketing activities to future reference and follow up to measure results.
- Maintains file for sales and marketing business plan.
- Maintains daily competitor reader board reports.
- Special projects as assigned by Director of Sales, Sales Manager or General Manager.
- Assists in coordinating sales efforts between banquets, rooms, and sales department.

#### **SKILLS, ABILITIES & QUALIFICATIONS:**

- Minimum of 2 years sales experience. Experience within the hospitality industry considered an asset, specifically working within the hotel corporate sales segment
- Excellent knowledge of the principles of customer service
- Good knowledge of business software including, but not limited to MS Excel, sales systems, Reservation and Property Management systems
- Good communication skills (both written and oral) and attention to detail
- Exceptional organizational abilities
- Strong administrative skills

**If you are interested in the above position, please submit your resume to:**

General Manager  
185 Yorkland Blvd.  
Toronto, ON  
M2J 4R2  
**Fax:** (416) 493-5729

**Deadline for Applications: Thursday, November 13<sup>th</sup>, 2008**

