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# Example of Hotel Sales Coordinator Job Description

Our company is searching for experienced candidates for the position of hotel sales coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for hotel sales coordinator

* Contact customers, make appointments and relay information to designated sales personnel
* Maintain sales records and prepare sales activity reports
* Encourage repeat business by networking with existing customers
* Provide input ideas into marketing initiatives and assist in monitoring responses
* Ensure the inventory of custom sales presentation materials such as brochures and presentation folders is always up to date
* Coverage in assigning leads for Sales Manager Deployment in Group and Business Travel business
* Participates in short-and long-term departmental goals, objectives, policies, and operating procedures
* Support convention services, catering, and hotel sales, assisting sales and catering managers in program execution
* Assisting and directing all guest inquiries either by phone or email
* Be well versed in the Delphi application, ability to enter group information and create contracts, and other necessary sales and catering documents

## Qualifications for hotel sales coordinator

* College Degree in Business Administration, Hospitality, or Related field preferred
* Knowledge of hotel revenue management procedures for sleeping rooms and banquet forecasting
* Proven experience in sales , experience as a sales coordinator or in other administrative positions will be considered a plus
* Ability to develop and maintain relationships , associates, customers, vendors
* Sales & coordination experience with relevant comparable market
* Keyboard skills and computer input