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# Example of Hotel Sales Coordinator Job Description

Our innovative and growing company is hiring for a hotel sales coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for hotel sales coordinator

* Develop knowledge of local, regional, and national sales opportunities
* Create and maintain regular sales reports
* Answers telephones in a prompt, courteous, and pleasant manner
* Assists clients and directs calls making a concerted effort to ensure that the client reaches the appropriate Sales Manager and takes messages if necessary
* Prepares correspondence such as contracts, proposals, and miscellaneous types of letters and faxes
* Update accounts, bookings, changes, and cancellations into Delphi and ensures all information is correct and complete
* Assigns leads for Sales Manager and inputs information into Delphi
* Responsible for running monthly reports in Delphi
* Assist Convention Sales Manager with pick-up reports and managing room blocks
* Assist in coordinating deposits, rooming lists, and communicates groups needs to all relevant departments

## Qualifications for hotel sales coordinator

* High School Diploma or equivalent preferred but not essential
* Number of Bedrooms - 311
* Good at multitasking and working to deadlines
* Knowledge of digital marketing techniques and use of paid, owned and earned media channels
* Strong communication skills (verbal, listening, written)
* Knowledge of property-specific business segments