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# Example of Hotel Sales Coordinator Job Description

Our company is looking for a hotel sales coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for hotel sales coordinator

* Monitor Hotel digital reputation and competitive set including website monitoring including reporting updates to key stakeholders
* Hotel branding responsibilities including signage, ScreenScape, in-room TVs, online
* Assist Sales team in occasional telemarketing to new and return groups
* Update Grand Happenings highlighting weekly activities in hotel and the resort
* Coordinate cross-department hotel merchandising meetings and action items for guest experiences
* Assist sales team with amentity procurement and distribution
* Assist in preparation of the business forecast
* Coordinate with meeting planners in order to produce successful Spa experience
* Communicate all pertinent information on group requirements within acceptable time frames to appropriate departments via event orders, resumes, and memos
* Book events in a manner that maximizes profits and complies with catering standard operating procedures

## Qualifications for hotel sales coordinator

* Knowledge of overall hotel operations as they affect departments
* Ability to develop a good understanding of hotel and competitive market and use hotel’s USPs to the best advantage
* Knowledge of the principles and processes for providing internal and external guest services
* Prior technology, sales, hospitality or event planning experience a plus
* Technical aptitude and proficiency with computer software and programs
* Working within the Sales team supporting the sales administrative tasks of the department