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# Example of Reservations Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of reservations coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for reservations coordinator

* Process the group requests and changes of booked groups
* Manage the room assignments and assure the groups’ contracted requests are met
* Coordinate with WP sales team to facilitate sales of new groups – availability, rates
* Provide historical information on past groups
* Maintain current and updated information on all WP Call Center partners, policies, packages and area activities
* Maintain a friendly, helpful and congenial attitude while effectively dealing with guests and co-workers
* As work load volume dictates, support the wholesale reservations team and complete duties as listed for Reservations Sales Agent
* Serves as primary reservations agent for the Robert Mondavi Winery Visitor Center
* Provides sales support for consumer paid events and group events
* Works as part of a successful Visitor Center team, delivering wine club sign-ups, revenue and operating profit to plan

## Qualifications for reservations coordinator

* One year customer service
* A positive attitude, strong attention to detail and ability to multi-task
* Knowledge of LMS system
* Typical office environment with extensive computer usage, telephone usage, and sitting for extended periods of time
* Stairs are a part of the building structure
* Verbal communication is necessary for interacting with guests and owners