



# Example of Group Coordinator Job Description

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Our company is looking to fill the role of group coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for group coordinator

- Ensure organization of group rooms upon arrival
- Enter reservations and contracts
- Process changes
- Set up group resumes
- Troubleshoot and resolve hardware and software problems on computer systems and other supported hardware (mobile devices, phones, voicemail, projectors)
- May be asked to manage room blocks to ensure registration does not exceed availability
- Clarify complaints, determine cause of the problem, select and explain options or best solution to solve the problem, expedite correction or adjustment
- Processes reservation request calls as appropriate, assists internal and external customers
- Assist with social media follow up and marketing
- Serve as Spa Manager on Duty as needed

## Qualifications for group coordinator

- Computer knowledge of Microsoft Office, including Word and Excel
- Assist in day-to-day communication between sales, marketing and agency/client partners

- Assist in the development and execution management of multi-platform partnership campaigns
- Assist in daily communication with internal and external parties, including Sales, Ad Sales Marketing, Production, Consumer Marketing, Traffic , Programming, Finance, Legal, Business Affairs, clients and their respective agencies
- Prioritize and track opportunities both from a marketing and budget perspective