



Example of Group Coordinator Job Description

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Our innovative and growing company is looking to fill the role of group coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for group coordinator

- Coordinate the approval routing process of supplier invoices, routing through the submittal tool
- Light general administrative support tasks
- Handle the daily operation of promotional group space and other products managed by the Group Travel Department
- Handle calls and inquiries from Retail Travel associates and management related to Travel Products and Programs
- Maintain accurate and detailed records for Group departures and all products offered by Travel Product Development
- Monitor groups to meet multiple deadlines including payments, cancellations, and special amenities
- Design, prepare and print proposal and marketing materials
- Gather, verify, and format information for inclusion in proposal and marketing documents
- Technical scope
- Staff qualification and experience

Qualifications for group coordinator

- 1 Year previous hotel / reservations / front office / experience
- Of those reservations
- Expert knowledge of Word and Excel
- Junior High School education or equivalent

industry

- College Degree (BS, BA, Business, Finance, or related degree)