



Example of Rooms Coordinator Job Description

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

Responsibilities for rooms coordinator

- The ability to expedite any guest requests as quickly as possible and notify management if any guest service is hampered
- The ability to assist management in administrative work as directed
- The ability to type correspondence, reports, , which includes composition of letters and memorandums
- The ability to open and examine incoming correspondence, re-routing mail when appropriate and gather data necessary for response
- The ability to ensure proper and correct communication between executive office and other staff
- The ability to compose and correspond to all letters to the executive office
- The ability to maintain all Rooms Division office supplies
- The ability to maintain files
- The ability to update and maintain the Corporate Policy Manuals and the hotel policy manual as directed
- The ability to maintain confidentiality in all matters relating to the Hotel, Home Office, owners

Qualifications for rooms coordinator

- The ability to learn and use various programs in personal computers
- The ability to maintain a cordial and professional environment in the office with all visitors and co-workers at all times
- The ability to refrain from seeking personal gain from association with the Hotel or Executive Offices or from soliciting any services or products as a

- The ability to use all telephone, fax, computer and other equipment for Hotel business only
- The ability to maintain all files in accordance with established procedures and standards
- The ability to assist in the preparation of reports as required by the Rooms Division Manager and Director of Food & Beverage