



Example of Rooms Coordinator Job Description

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Our company is looking to fill the role of 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

- Sort and distribute incoming faxes, letters, emails received for Front Office Departments
- Attending Telephone calls and organize front office filing
- Coordinate projects and activities
- Maintains detailed filing system for the department
- Answers all telephones, dispatches via 2-way communication system and generates computerized reports to ensure department compliance with service standards
- Assist with hiring, training, supervising, developing and evaluating 50 student employees working in the weight and fitness rooms
- Perform payroll functions for student employees accurately and on time
- Assist with implementing established preventative maintenance program for all strength & cardio equipment
- Provide weight room orientation sessions to teach patrons proper use of equipment
- Assist with implementing and assessing policies and procedures

Qualifications for rooms coordinator

- Working 24 hours per week, you will be responsible for supporting the discipline's Heads of Departments with their finance administration
- You are empowered within this role to manage all aspects of financial control including activities such as invoice management and our upselling programme
- Demonstrable skills in administration and/or finance is preferred

- Two-year supervisory experience with a minimum of six months reservations sales or related discipline experience, Front Desk