



## Example of Rooms Coordinator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is hiring for a rooms coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for rooms coordinator

- Assisting the Sales Manager with researching potential clients, and sending out information to qualified leads
- Supporting the Sales team with administrative needs with scheduling groups including data entry and creating BEOs, meal tickets, signage and labels for banquets
- Ensuring that any adds, cancelations or changes to a group are done in a timely manner and properly documented in the sales folder
- Loading new groups as they become definite, and notifying Sales, Catering, Accounting, and Reservations
- Required to represent the company by applying Jumeirah's Hallmarks and Guiding Principles and by following the standard operating procedures
- To handle group bookings and ensures accurate details are being entered into the PMS
- To ensure information transparent between both PMS and Delphi to avoid any kind of lost of revenue or overbooking situation
- Prepare the GIS for all the handled groups with highlighting of the VIP's special requests
- To work very closely with the Revenue Manager and MICE Team to maximize the hotel's overall revenue by offering the right price to the right customer at the right time
- To update groups rooming list, guest flight details, special requests in the PMS and communicate with all concerned accordingly

- 
- Experience with Springer Miller and SMS Package Development Preferred
  - Knowledge of Microsoft office (Excel, word, Office, )Group & Conference Experience Preferred
  - Synxis, Navis/Narrowcast and/or Datavision experience is a plus
  - Previous PMS experience an required
  - Bachelor's degree in Recreation, Physical Education, Sports Management, Education or a related field
  - Minimum of two years full-time professional experience in higher education recreation facility administration