

SALES CO-ORDINATOR UK

We are a collection of individually designed, distinctive five-star hotels. Each of the luxury hotels and resorts we have created in some of the most intriguing areas of the world is a unique tribute to local architecture and cultural traditions. Each member of our extended family is committed to the values of honest and discreet service - a service best described as 'Craftsmanship of Care.'

Corinthia Hotel is seeking to recruit a Sales Co-Ordinator UK to support the Sales Manager and Director with administrative duties.

Ensures business is turned over properly and in a timely fashion. Provides a high level of service standards and customer care, ensuring all enquiries for Corinthia Hotels are dealt with efficiently and effectively in line with office procedures. The Co-Ordinator will oversee both UK and Italian RSO.

DUTIES AND RESPONSIBILITIES

- Manage and co-ordinate the logistics surrounding any trade shows attended by the RSO Team such as IMEX, ILTM and IBTM.
- Recording activities in SFA in line with guidelines for RSO targets.
- Undertaking monthly Verification Report in line with SFA guidelines and up loading on SharePoint.
- Working on reducing duplicate accounts in SFA through RSO profile and merging exercises.
- Assisting with Sales Blitz- preparation and planning schedule. Preparing client profiles to share with attendees. Prepare invites for key events & trade shows, familiarisation trips.
- Receiving, handling, qualifying and converting enquiries. Ensuring hotels reply to clients within the Corinthia standard and timeframe.
- Monitor Director & Sales Managers emails when out of the office on leave or sales appointments.
- Updating the pipelines (UK and Italy) on a daily basis, constantly cross checking live blocks against SFA to ensure the pipeline is as up to date as possible.
- Preparing monthly sales analysis including recording converted business for the previous month and collating statistics on enquiry levels.
- Co-ordinating Hotel conference calls with schedules for each property on a rotational basis. Recording minutes of each call for monthly reports. Attending and arranging internal meetings, preparing agenda and taking minutes.
- Research and introducing RSO to new clients with an introductory email and links to e-brochures.
- Maintaining a healthy relationship with existing customers while qualifying and supporting the sales team in attaining sales targets.

Skills & Knowledge:

- Sound understanding of the meetings and incentives industry.
- Experience of corporate market desirable
- Excellent ability to work autonomously and manage time effectively.
- Proficient with Microsoft applications particularly Excel and Word.
- Previous experience of SFA desirable.
- Excellent communication skills.
- High level of IT skills, including Excel, PowerPoint, and Word.
- Proactive approach to meeting deadlines and targets.
- Excellent organisational and administration skills.
- Great initiative skills and proactive approach required.

Education or Qualification:

Relevant degree, in a sales or business discipline, from an academic institution would be an advantage.