

REVENUE & RESERVATION MANGER

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 Hotels are recruiting a **Revenue & Reservation Manager** to join our team at the Corinthia Hotel Khartoum, Sudan

Key Responsibilities:

- Manages the entire Reservations Department;
- Manages all hotel rooms' inventory and utilizes space in the most effective manner;
- Ensures that all reservations are entered into the system correctly and follows up with the team to see that core information is correct and rates are properly entered and correct billing instructions followed
- Maintains the hotel reservations standards
- Conduct regular audits on Protel PMS system to see that all data is correct;
- Ensures that all contracts whether for individual bookings, groups or conferences are entered under the correct market segment and that profiles are maintained (clean)
- Prepares daily history and forecast reports and interpret the information correctly
- Manage the hotel's BAR rate strategy optimizing on opportunities
- Conduct regular competition checks and sees that the hotel is well in line with the competition and depending on the performance and available inventory for the period under review
- Conduct weekly Business Review Meetings with the General Manager and the Sales Team
- Assist in all room forecasts and annual budget
- Optimise on occupancy and revenue opportunities through the proper management of the hotel inventory;
- Integrate his or her role through proper communication with the Front Office;
- train, coach, evaluate and retrain staff within the Reservations Department particularly in work practice and Protel
- Manage relationships with CHI Revenue Team and seek support and advice as necessary
- Maintain a clear and clean communications system concerning GDS, OTA and Synexis



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- Ensures that all the rates are loaded by accurate completion of all rate data bases
- Take responsibility for International RFPs to include tendering, closing deals and rate loading
- Open and close hotel inventory as appropriate to be able to optimize on business situations
- Optimise on hotel occupancy through responsible overbooking tactics;
- Maintain regular contact with Protel and the hotel IT Department to ensure that the PMS is working efficiently and any problems are satisfactorily resolved

The selected candidate would ideally:

Ideal Age: 28 to 35 years.

- The ideal candidate has to have to be a natural leadership qualities, and possess a can do attitude.
- He also has to be sensitive to local cultural traits whilst at the same time find ways how to motivate his staff and gain their full respect and commitment.
- Candidates must have at least 3 years' experience in a similar post and ideally they would have worked in an African Arabic Country or the Middle East.
- Arabic national or Indian (Requires excellent command of both spoken and written English and Arabic).

Gender: Male
Status: Ideally single

Requisites:

- At least 3 years' experience in a similar post in a 4 or 5 star hotel operation
- Conversant with Revenue Management tools and systems
- Ideally possesses knowledge of Protel and XN Protel or Opera PMS systems

Link:

<https://www.mp2jobs.com/role/60a3e703-100e-4e82-b19c-7cd7638f7165>

Above link is only as Reservation Manager. I suggest to create a new position and benchmark for Revenue & Reservation Manager.

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