

SALES COORDINATOR

Corinthia Hotel London are now recruiting a Sales Coordinator to join our experienced London sales team.

Scope and Purpose

As a Sales Coordinator you will be responsible for managing the confidential administrative duties for the Sales team. Within this role, you will ensure all communication, correspondence and management reporting is executed in a timely manner. This includes assisting in key projects and any other ad hoc activities for an effective operation.

Reporting into the Director of Sales and Marketing and the Director of Sales you will also support the Sales Team with business development by reactive follow up with clients, support with account management and face to face meetings.

Entry Requirements

We are looking for individuals that understand what it takes to be the best and preferably with proven success in a similar environment. If you are a team player, keen to learn with a desire to excel, and have outstanding interpersonal and communication skills please do apply.

Other skills that will need to be demonstrated include:

- Experience within the 5* hotel market in Sales within London or abroad
- Experience working with Opera Sales & Catering System
- Previous experience within a 4/5 star property in a similar role desired
- Fluent in written & spoken English
- Excellent attention to detail
- Strong communication skills
- Ability to work under pressure
- Pride and attention to detail in your work
- Distinctive, professional and warm personality

Benefits

- 28 paid holidays per annum including bank/public holidays
- Complimentary dry cleaning of business attire/uniform
- Discounted Salon, Spa, Food and Beverage and accommodation rates – in London and across our the Corinthia Hotel International portfolio
- Complimentary meals on duty
- Professional learning and development programs
- Intra & intercompany transfer opportunities (subject to service & performance)
- Contributory pension scheme provided
- Season ticket loan
- Childcare vouchers

About Corinthia:

Corinthia Hotel London combines contemporary flair with traditional grandeur. Situated in the cultural heart of the capital, the hotel features 294 beautifully appointed bedrooms, including 7 penthouses and 36 suites, with 24-hour flexible check-in/check-out, elegant lounges, restaurants and bars and the largest, most breath-taking spa in London.

A career with Corinthia Hotels provides you with a wealth of exposure and experience in genuine hospitality. We believe in delivering a quality service through the execution of high standards as well as the individual contribution of every team member.

We take pride in living our service promise – the Craftsmanship of Care – and we shall make sure that you are provided with a repertoire of skills that will transform you into an expert in luxury hospitality. We believe in the personal and professional development of our team members and it is part of our mission to promote committed and promising individuals to future leadership positions within Corinthia Hotels.

Eligibility

In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. Documented evidence of eligibility will be required from candidates as part of the recruitment process.