

## SALES ADMINISTRATOR

Corinthia Hotel St. George's Bay and Marina Hotel Corinthia Beach Resort, are seeking to recruit an ambitious, determined and highly motivated individual who is willing to embark on a career in hospitality.

Working with a highly dynamic team in a fast-moving environment, the candidate will be responsible to carry out requested duties by providing administrative support within the department.

### **The candidate will be responsible for:**

- Co-ordinating all administrative tasks and duties as required
- Providing administrative support to all colleagues in the sales department
- Maintaining clientele database
- Responding and actioning any queries in an efficient manner
- Assisting with the preparation and distribution of monthly reports
- Scheduling Meetings
- Assisting with proposal writing
- Working on ad hoc projects, as necessary
- Cold calling new potential clients – companies

### **The ideal candidate will:**

- Have a flair for sales
- Possess excellent communication skills in English & Maltese
- Be customer focused and have a passion for customer service excellence
- Be able to work under pressure
- Have pride and attention to detail
- Be able to work in a team
- May be required to work flexible hours
- Possess good organizational skills
- Have advanced IT Skills
- Have a strong background in administration and coordination

### **We offer:**

- Welcoming and fun environment
- Meals on duty
- Health insurance cover
- Interesting career opportunity and professional growth

**Candidates are requested to submit their CV by e-mail to the Human Resources Department on: [vacancies.stgeorges@corinthia.com](mailto:vacancies.stgeorges@corinthia.com)**