



SALES COORDINATOR

Amara Sanctuary Resort Sentosa, SINGAPORE

Date Posted: 16 January 2019

Apply By: 15 March 2019

| **Department:** Sales & Marketing

| **Employment Type:** Full Time

JOB SUMMARY:

Provide sales administration support to Sales Managers.

RESPONSIBILITIES:

1. Assist the Sales Managers to prepare Events & Conventions proposals and contracts to clients.
2. Attend to and follow up on Sales enquiries over phone and emails.
3. Ensure effective interaction and work in co-ordination with other Departments.
4. Maintain a library of updated and relevant format letters/correspondences and ensure the availability of up-to-date standard forms (Temporary Credit, Room Reservations, and Entertainment Forms etc).
5. Ensure that phone calls are answered within 3 rings and messages are taken in the absence of all in Sales.
6. Assist in the compilation of Events & Conventions reports on a monthly, quarterly, half-yearly and yearly basis.
7. Assist in official functions, cocktail parties and wedding shows.
8. Cover tasks of other Sales Co-ordinator during his/her absence.

Others:

1. Perform any other duties as assigned by management.
2. Provide secretarial support to the General Manager in the absence of the Executive Secretary.

JOB REQUIREMENTS:

1. Support and uphold the company mission, vision and values.
2. Maintain highest standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. Good working knowledge in MS office applications, Delphi and Hotel systems.
4. Good communication skills in spoken and written English.
5. Pleasant personality.
6. Good interpersonal skills.
7. Ability to work in a fast-paced environment.
8. Well-organised.

QUALIFICATIONS & EXPERIENCE:

1. GCE 'A' levels
2. Hotel experience preferred though candidate with no experience may be considered.

SPECIAL REQUIREMENTS:

1. Assist in events on weekends when required.
2. Able to operate Hotel systems (training will be provided)
3. Willingness to travel to Sentosa.

Interested applicants may email their resume to career@amarasanctuary.com