

Sales Coordinator

Oxford Suites Portland – Gladstone, Oregon
US - OR - Gladstone



Contact

Company Name: Oxford Hotel Group

Contact Name: Molly Reardon

Contact: mollyr@oxfordsuites.com

Job Details

Job Description: Looking for an enthusiastic, self motivated and dependable person to join the Oxford Hotel Group as a full time Sales Coordinator. Actively support the Senior Sales manager to grow hotel sales and building strong client relations, including groups, meeting room and catering bookings.

Job Requirements: ESSENTIAL FUNCTIONS:

- The Sales Coordinator is responsible for handling the follow up on groups, events, corporate meetings including BEO's, contracts, making reservations, correspondence and administrative duties as assigned.
- Approach all encounters with guests and employees in a friendly, service-oriented manner.
- Maintain regular attendance in compliance with Oxford Suites standards, as required by scheduling, which may vary according to the needs of the hotel.
- Comply at all times with Oxford Suites standards and regulations to encourage safe and efficient hotel operations.
- Plans meal functions and works with guest on all set-up requirements in function space. Coordinates with the F&B Supervisor and the Housekeeping and Maintenance Department staffs.
- Keep accurate history of group pick-up to ensure that we can make good decisions for future business.
- 2 years hotel experience
- Equal opportunity/affirmative action employer
- Pre-employment drug screen, reference checks, and criminal background check required
- Apply in person at 75 82nd Dr. Gladstone, OR 97027

Management Position? Yes

Entry-Level Position? No

Work Permit Needed? Applicants who do not already have legal permission to work in the United States will not be considered.

Job Available: Immediately

Industry Categories: Hotel/Resort

Position Categories: Sales

Compensation

Salary Range:

Bonus Plan? No

Accommodation? No

Other: