

THE FULLERTON

HOTELS AND RESORTS

Sales Coordinator

The Fullerton Hotel Sydney

JOB RESPONSIBILITIES

- Prepare quotations for inquiries and requests for group business in a timely manner
- Prepare contracts for group bookings under the direction of the sales team, ensuring all terms and conditions are clearly outlined and agreed upon
- Assist the MICE Account Director with administrative tasks, including preparing reports, updating sales databases, and managing correspondence
- Liaise with internal departments, including catering, operations, and finance, to ensure seamless execution of group events
- Generate regular reports on sales activities, performance metrics, and client feedback
- Assist in analysing sales data to identify trends, opportunities, and areas for improvement

JOB REQUIREMENTS

- Bachelor's degree in business, marketing, hospitality or a related field is desirable but not necessary
- Proven experience in a sales and marketing support role, preferably in the luxury hospitality industry
- Pre-existing knowledge of Opera Cloud and Delphi would be advantageous.
- Strong organisational and multitasking abilities
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Detail-oriented with a high level of accuracy
- Ability to work independently and as part of a team

To apply for the above position, please send your full resume to fsy.talent@fullertonhotels.com