



Sales Coordinator

Job Responsibilities:

- Assist Sales Managers to prepare corporate letters, proposals and confirmations to clients.
- Ensure effective interaction and work in coordination with other departments.
- Follow up on sales enquiries over the phone and emails.
- Ensure that all standard forms (Temporary Credit, Room Reservation, Entertainment forms etc) are available for internal use.
- Ensure phone calls are answered within 3 rings and messages are noted in the absence of Sales Managers.
- Assist in official functions whenever the business requires.
- Maintain a library of updated and relevant format letters and correspondence.
- Secretarial support to the Director of Sales.
- Performs any other ad-hoc duties or projects assigned by management.

Requirements:

- Experience as a sales coordinator or in administration may be advantageous.
- The ability to multitask, work in a fast-paced environment, and meet deadlines.
- Current knowledge of industry trends and regulations.

To apply for the above position, please send your full resume to hr1.asrs@amarasanctuary.com

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