

**PERDIDO BEACH RESORT**  
Position Description

Position Title: **Sales Coordinator**

Department: **Sales**

Reports to: **Director of Sales**

FLSA: Exempt

Date Written/Revised: 2-17-19/LM

**POSITION PURPOSE:** Provides logistical and clerical support for sales team, including typing, computer input, filing, answering telephones, and printing reports. Assists the sales team with greeting and assisting guests and visitors as needed. Handles sales and catering inquiry calls according to department procedure. Conducts direct client communication as a secondary to the sales team members.

**SUPPORTIVE FUNCTIONS:**

- Assists the sales team with greeting and assisting guests and visitors as needed.
- Assists the sales team with Business Center requests such as use of the stand-alone computer and printer, copying, faxing and any other clerical services as needed.
- Prepares all written group correspondence for assigned sales managers to include contracts, proposals, correspondence, etc.
- Assist with coordination of travel arrangements for trade shows and sales trips: hotel, shipping, transportation, brochure materials, etc. as required by sales team members
- Screen inquiries for guest room and meeting space availability.
- Data entry in Visual One PMS system all activity (including phone conversations) in account or booking.
- Manages daily trace Visual One calendar.
- Assists in monitoring account logistics until assigned to the event team.
- Prepares purchase orders and/or check requests per sales manager's instruction.
- Assists with assembling bookings into the sales and catering module of Visual One PMS. Including, specifying room blocks, meeting space assignments and logistics.
- Maintains accurate and current departmental records.
- Prepares departmental reports as assigned.

**EDUCATION, EXPERIENCE AND SKILLS AND ABILITY REQUIRED:**

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate the he or she can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

- Ability to effectively deal with customers, some of whom will require high levels of patience, tact and diplomacy to defuse anger and collect accurate information.

**Sales Admin Assistant**  
**Page 2**

- Considerable ability to listen effectively and speak English clearly on the telephone in a polite and understandable manner.
- Ability to access and accurately input information using a moderately complex computer system.
- Ability to read the English language to fully comprehend and communicate clearly.
- Ability to sit and continuously perform essential job functions in confined spaces in close proximity to other employees.
- Ability to type at least 55 WPM accurately; ability to use office equipment such as computer terminal, calculator, copier and fax machine.

**QUALIFICATION STANDARDS**

**Education:** High school diploma required plus any other combination of education, training or experience that provides the required knowledge skills and abilities.

**Experience:** Three years of related clerical experience required. Two years of hotel sales or events management experience preferred.

**Other:** Applicants with full service hotel experience a plus. No special license or certificate required.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_