

GROUP SALES COORDINATOR

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	
Job Type	;#Full Time;#Permanent;#year round;#
Availability Requirements	;#Monday to Friday;#5 days/week;#
Level / Salary Range	Competitive wage based on experience.
Years of Experience	3-5 years
Position Area	
Date Job Posted	3/7/2019 12:00:00 AM
Application Deadline	3/31/2019 12:00:00 AM
Contact Name	Jacki Bassillion
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	www.whistler-jobs.com/job/group-service-coordinator/ Applications received via email will be redirected to the website
Job Description	<p>We are looking for someone with a passion for hospitality. With a positive friendly attitude this individual can join a one of Whistler’s largest property management companies. This professional front line position is responsible for maintenance of existing accounts, development and qualification of new accounts, maintenance of revenue goals and active participation in facilitating the promotion, sales and booking of the company’s products and services. Offering full-time, year-round employment with the opportunity for seasonal, and a generous benefit package.</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> - Support the Director of Sales and Marketing. - Assist with management of Tour & Travel reporting and contracting. - Maintain and manage day-to-day group block management and preparing stop sales when required. - Responsible for all Whistler Event contracts, group administration and special events as required. - Responsible for managing all consortia and association agreements.

WorkBC Employment Services – Job Posting

	<ul style="list-style-type: none"> - Act as a point person for groups arriving to the hotel and facilitate when required. - Manage proper group follow up with letters of appreciation and reconciliation. - Communicating ongoing sales activities and promotions to all front line staff. - Weekly and daily report support for Director of Sales - Manage of all contra and Gift Certificate facilitation including reservations and administration. - Perform other duties or projects as assigned.
Accessibility	
Desired Qualifications and Experience	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - Strong knowledge and passion for hotel/property management operations. - Excellent communication, organization and guest service skills plus a passion for hospitality and a positive and friendly attitude. - Strong computer skills with proficiency in Microsoft Office and social media. - Attention to detail and accuracy. - Must be available to work a variety of shifts including weekends, evenings and holidays. - 3+ year of hotel experience preferred. <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Full-time, year round. - 5 days/week, Monday – Friday. - Competitive wage based on experience. - Generous benefits package, including RRSP match, extended health, and Ski Pass/Rec Pass. - Incredible travel perks with a company who has resorts world-wide.
Opportunity Type	<p>?</p>