

The Hamilton Princess & Beach Club is a symbol of luxury and service.
The Hotel embraces the future as the premier luxury travel destination in Bermuda.



HAMILTON PRINCESS

BERMUDA
HOTEL • BEACH CLUB • MARINA

BERMUDA'S LUXURY URBAN RESORT

**WE ARE ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITIONS.
APPLICANTS MUST BE AWARE THAT IRREGULAR HOURS, INCLUDING SPLIT SHIFTS,
AND PUBLIC HOLIDAY WORK MAY BE REQUIRED.**

LEISURE SALES / BUSINESS TRAVEL COORDINATOR

At Hamilton Princess, our approach to Human Resources begins with selecting the best candidates to join our global team of service professionals committed to turning moments into memories for our guests. As a member of our Sales & Marketing team your strong administrative skills, engaging interpersonal skills and passion for customer service will contribute to efficient and effective operation of the Department and the achievement of the Hotel's Sales & Marketing strategy.

Summary of Responsibilities:

Reporting to the Director of Sales, responsibilities and essential job functions include, but are not limited to the following:

- Prepare and process proposals, contracts and business travel requests for information as required
- Assist with general inquiries, responding personally, and directing queries to appropriate sales person
- Generate pro forma invoices and follow up to ensure that payments are received in timely manner
- Assist with maintenance of account, contact, activity and business details according to Fairmont standards
- Develop and maintain close relationships with all key stakeholders to maximize existing market opportunities and to ensure delivery of exceptional service
- Demonstrate awareness of rates, promotions and packages offered by the hotel and in the general market to ensure effective selling
- Demonstrate knowledge of all hotel/resort facilities and general island attractions to respond to all client queries
- Assist with preparation for Site Inspections, trade shows, VIP arrivals and client events including coordinating calendars and attending functions as required
- Compile, update, resolve and disseminate daily, weekly, monthly, quarterly and annual reports as required
- Function as the primary contact in the absence of the Director of Leisure Sales and Business Travel Manager and assist the Reservations Manager as required

Qualifications:

- Two to three years administrative experience ideally coupled with prior experience in a sales or marketing environment
- Bachelor 's Degree in Hotel Management and/or equivalent experience working in the hospitality industry is a distinct advantage
- Strong computer literacy with MS Office programs (Excel, Word, PowerPoint, Outlook), and industry databases
- Strong organization and time management skills and the proven ability to work efficiently in a demanding and fast paced environment
- Demonstrated strong interpersonal, oral communication and problem solving skills
- Demonstrated ability to compose grammatically and tonally correct correspondence
- Ability to understand and interpret basic financial data is an asset
- Proven ability to focus attention on customer needs, remaining calm and courteous at all times

Closing date for applications: Monday, July 23rd 2018

Apply online at

www.fairmontcareers.com

THEHAMILTONPRINCESS.COM
76 PITTS BAY ROAD, HAMILTON HM08 BERMUDA

