

## **SALES & CATERING COORDINATOR**

We are searching for a motivated, enthusiastic, organized and service oriented person to support our sales and catering team. The **Sales + Catering Coordinator** is a key support role in our Sales department. The position will provide excellent exposure to the entire sales process and give a terrific foundation for a career in hospitality sales and catering. The ideal candidate will have a smile in their voice, excellent written communication skills and is extremely organized to keep up with the pace of a busy sales department.

Use following link to apply:

<http://ch.tbe.taleo.net/CH02/ats/careers/requisition.jsp?org=JDVHOSPITALITY&cws=43&rid=7133>

## **THE PROPERTY**

The Avatar Hotel, located near new 49ers Levi's Stadium and Great America Theme Park, has 168 guest rooms that offer modern furnishings that are suitable for both the road warrior and the leisure traveler. The Avatar has been called one of the most "geek chic" hotels in the world and the hotel's outdoor beer garden, fire pit, and heated swimming pool + Jacuzzi round out the hotel's fun vibe.

## **COMMUNE HOTELS + RESORTS**

We are an international hotel management company with a leading portfolio of transformative, boldly innovative boutique hotel and resort brands. We create the kind of distinct experiences that can transform your day, your trip, or even your life.

Take a look at what we've created so far:

- Joie de Vivre—our hip collection of hotels that focus on the quirky and the local.
- Thompson Hotels—urban and sophisticated properties that appeal to the modern nomad.
- Tommie—a design-centric, value-conscious line of hotels in gateway cities internationally.

At Commune, we are passionate about our culture and proud to hire high performing individuals that are aligned with our purpose —*Creating Transformative Experiences that Inspire the Human Spirit.*

Are you a diligent and detail-oriented professional that takes pride in creating memorable and transformative experiences for other? Do you enjoy looking ahead to make sure your managers are set up for success? Then keep reading!

## **WHO WILL LOVE THIS POSITION?**

- You are a person who is looking to build a career in sales and events and are willing to make a commitment to become fully integrated into the sales department
- You have an eye for detail and passion for service
- You are confident and capable of thinking on your feet and managing competing demands
- You have an innate ability to anticipate needs and display our company spirit of "can do" attitude

## **POSITION PROFILE**

The Sales Coordinator is responsible for executing and supporting all aspects of sales and event coordination for the Avatar Hotel. You will assist the Sales and Catering teams in maintaining existing business clientele relationships, ensuring maximum profitability for the hotel and ensure quality service for all prospects and existing clients.

#### **REQUIREMENTS**

- Prior hotel experience in an administrative role or other customer facing position
- Friendly, outgoing personality and outstanding customer service skills
- Ability to maintain professionalism and composure in high stress and deadline driven environments
- Ability to communicate effectively, both verbal and written communication, with guests and coworkers
- Must be fully proficient in MS Office programs and Outlook
- Must be able to work well both independently and in a team setting

This is a FULL TIME Position with benefits packet.