

# Sales Coordinator

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Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Jan 23, 2025

Published : Dec 23, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

### Full job description

**Summary:** The Sales Coordinator is responsible for providing exceptional guest service following company standards while assisting Sales Managers with clerical and administrative tasks. This role involves following up with clients, processing sales orders, and managing sales leads to ensure efficient and smooth operations within the sales department. **Responsibilities:**

- Assist Sales Managers with administrative tasks, including scheduling and organizing materials.
- Respond to client inquiries and requests in a timely and professional manner.
- Follow up on sales leads and potential opportunities to secure new business.
- Maintain accurate records of sales transactions, leads, and client interactions.
- Coordinate the preparation of sales materials and presentations for client meetings.
- Adhere to the company's drug-free and tobacco/nicotine-free policies.
- All other duties as assigned.

**Experience/Qualifications:**

- Strong organizational and time-management skills.
- Ability to handle multiple tasks and prioritize effectively.
- Excellent communication and interpersonal skills.
- Previous experience in sales or administrative roles preferred.
- Must be able to legally work in the USA.

**Education and Certification(s)/License(s):**

- High School Diploma or equivalent preferred.

**Discover Life at Rosen:** Your career is here in our diverse and friendly workplace where your individuality and ideas are valued. Our company of more than 3,000 associates thrives on teamwork and ingenuity. It is this team that makes Rosen Hotels & Resorts® in Orlando one of Florida's most respected hospitality companies to work for. **Benefits Our Associates Enjoy:**

- Affordable Health and Dental Insurance
- On-site Medical Center
- Competitive Compensation
- Holiday Pay
- Paid Vacation
- Paid Personal Days
- Tuition Reimbursement
- Higher Education Scholarships
- 401(k) Retirement Savings Plan
- Childcare Financial Assistance
- Hospitality and Dining Discounts
- Family Outreach Center
- and Many More Benefits

Excellent career opportunities, extensive and innovative benefits, and personal enrichment reward our associates' commitment to quality and service. The result is a level of employee longevity unique in the hotel industry. We are proud to be an equal opportunity employer and a drug and nicotine-free workforce. Job Type: Full-time Work Location: In person

### Education & Experience

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### Must Have

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**Educational Requirements**

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**Compensation & Other Benefits**

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