



## Sales Coordinator

Location: Manchester, Deansgate

Closing Date: 31/04/2024

### Description:

Life at SH is based on a simple idea: the world is beautiful, and we want to keep it that way. Our industry-leading Sales Teams have become known for its ability to maximize the hotel's profitability while delivering impeccable, perfectly-executed experiences for our guests. Our team in Manchester is in search of a magnetic Sales Coordinator with remarkable tenacity, an entrepreneurial spirit, who's good-natured, a natural at relationship building, and puts their client's needs at the top of their priority list.

### Responsibilities:

#### About you:

- Strong administrative, organization, and technical skills.
- Proficient in Microsoft Office (Outlook, PowerPoint, Word etc.)
- Must be detail oriented and accurate
- Ability to manage multiple priorities, goal oriented and must meet deadlines.
- Strong interpersonal skills and guest service oriented with a sincere, friendly and helpful personality.
- Willing to "pitch-in" and assist colleagues with their job duties and be a team player.
- Excellent verbal and written communication skills.
- Flexibility to meet the demands of a 24-hour operation and work a varying schedule to reflect business needs of the hotel.

### Benefits:

Designed by Nature work environment, Health & Wellness programs to suit all, Mental Health Training and collaborators with So Lets Talk, Corin & Co and more  
Career Advancement: We're growing rapidly and with growth comes advancement opportunities (around the globe), SH University - Offers team members a chance to grow and flourish  
Work/Life Balance: Paid Time Off, Holidays, Agility, Cycle Schemes  
Pay it Forward: a day annually to volunteer & plus hotel organised volunteer opportunities throughout the year, Earth day giving back activities, Retirement Planning Pension schemes, Wagestream financial planning services, Team Member recognition programs, Recommend and friend schemes, Free food on shift in your very own team canteen, Discounts across our properties and venues worldwide for all team members  
Inclusive & equitable work environment for all

### Details:

Rate of Pay: Competitive  
Working Hours: Up to 40h per week, 5 days out of 7 days  
Contract Type: Full-Time, Permanent

If you're interested in this role, please contact:

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