

THE BENSON

PORTLAND

The Benson Portland, A Curio Collection by Hilton is seeking a Sales & Marketing Coordinator. The person who finds success in this position will be a highly motivated individual who is excited to enter the world of Hotel Sales and Marketing.

This position is responsible for assisting the sales and catering department in achieving their revenue and customer satisfaction goals by efficiently and effectively coordinating all sales and catering efforts. The successful candidate will also support the design, development, and implementation of all marketing initiatives.

The position requires a high-energy, positive, self-motivated individual with excellent verbal and written communication. **A working knowledge of Front Desk Agent processes such as reservations, group bookings, etc. is required.**

Primary Responsibilities:

- Assist the sales team in preparing proposals, contracts, BEO's, and assign electronic leads as directed.
- Enter group bookings and event space in Delphi, the property's Sales & Catering system.
- Create master SRP's for rates codes, groups and miscellaneous tasks in R& I and OnQ Hilton Hotels Revenue and Property Management system.
- Create, update, and maintain sales & catering files.
- Distribute mail, order, and maintain an inventory of office supplies.
- Maintain adequate phone coverage as defined by the Director of Sales & Marketing.
- Produce accurate and timely reports that meet the needs of the Director of Sales & Marketing, sales team, and senior management.
- In collaboration with the sales team, conduct any walk-in or scheduled tours for social blocks and corporate/group potential clients as needed in the absence of the sales team
- Assist the Director of Sales & Marketing in developing and producing promotional flyers and marketing material, maintain all digital assets.
- Assist in the development and production of the Hotel's employee newsletter.
- Produce sales & catering material to include but not limited to name badges, tent cards, menus and menu cards, and other miscellaneous related collateral.
- Assist in managing BEO book and daily change log.
- Inspect show rooms and ready meeting space for site tours and client meetings; prepare and distribute Daily Site Tour list.
- Assist the sales & banquet department in setting meeting rooms, and respond to guest needs as necessary, as needed and depending upon staffing levels.
- Update all property signage and electronic messaging.
- Maintain a professional and creative attitude while dealing with internal and external customers
- Special projects as assigned by the Director of Sales & Marketing

Experience:

- High School Diploma or equivalent.
- Previous Hilton Hotel related experience a plus.
- Administrative experience required.
- Typing at 45-50 wpm at a minimum required.
- Must be able to effectively communicate with a variety of personality types and situations.
- Knowledge of Delphi FDC & OnQ PM is preferred.
- Knowledge MS Outlook, Excel, and Illustrator, Photoshop & other Adobe Creative Cloud programs is required.

This position is a full-time salaried exempt position.

Salary DOE. Pre-employment drug screening and background check are required.

Coast Hotels offers a variety of benefits, including competitive wages & benefits, employee discounts, training & development, career advancement opportunities and more!

Coast Hotels is an Equal Opportunity Employer. We thank all interested applicants; however only those selected for an interview will be contacted. Please no phone calls or drop ins.

Join us and be part of an exciting place to work!