



Sales and Revenue Administrator - part time (20 hours/per week)

Holiday Inn София is a franchise hotel of Intercontinental Hotels Group. The hotel is owned and operated by „Meridian Hotels Bulgaria” EOOD. It is located in Business Park Sofia. Address: 1766 Sofia, 111 Alexander Malinov Blvd.

Currently we are looking for a friendly and professional **Sales and Revenue Administrator** to join our team.

The role of the Sales and Revenue Administrator – Part Time (20 hours/per week) will be:

- To ensure all phone call are answered promptly and efficiently in accordance with company standards and procedures
- To maintain a good knowledge of the companies, other hotels, local information and details of special services likely to be needed by the guests
 - To have knowledge about rates and special packages
 - To be able to answer all questions about the hotel, rates and hotel facilities
 - To ensure sales attitude is adopted at all times and to up-sell proactively
- To prepare and submit daily / weekly / monthly reports for the Sales and Reservations departments
 - To perform regular market research for the Events Calendar
- To perform regular market research for the current and potential hotel partners, proactively looking for new opportunities
 - To collect email addresses for the hotel database
- To prepare competition researches in terms of accommodation and events
 - To support the Reservations department with the block reservations
 - To support the Sales department with the Function sheets for the events
 - To support the Sales and Reservations departments with their daily tasks

Ideally, to be successful in this role you will have:

- Written and oral proficiency in English
 - Excellent computer literacy
 - Attention to details
 - Excellent communication skills
 - Customer focus
- Organized person, able to handle multiple tasks
 - Ability to work with minimum supervision
- Enjoy working with documents and following strict procedures
- Opera/ Fidelio experience will be considered as an advantage

In return, the Holiday Inn Sofia will give you:

In return, the Holiday Inn Sofia will give you a competitive salary and benefits package – food and uniform as well as opportunities to learn new skills and grow your career.

If this sounds like the perfect move for you, please send us your **CV** with a recent photo. - [**hrcoordinator@holidayinnsofia.bg**](mailto:hrcoordinator@holidayinnsofia.bg) or telephone **02/ 80 70 731**

Please note that due to the expected high volume of applications; only short- listed candidates will be contacted!