



RAMADA®

HOTEL & SUITES BY WYNDHAM
YEREVAN

**Sales Coordinator at 4* top
hotel in the center of
Yerevan.**

Ramada Hotel & Suites Yerevan is currently recruiting for a Sales Coordinator.

The ideal candidate should be full of energy and enthusiasm and have desire to increase their experience, working in a luxury environment with a great team.

The role is predominantly office based but will also be customer facing whilst meeting with customers and conducting show rounds. Sales Coordinator should be reporting directly to Sales and Marketing Director.

Main responsibilities of the incumbent will include:

- Being the point of contact for guests who are interested in holding an event at the hotel
- Prepare and send all information to the customers
- Conducting show rounds of the hotel and function rooms
- Promoting/selling the function rooms once the enquiry has come in
- Communicating via phone and email to organize the details of the events
- Support the achievement of goals within the department

What you need to get the Sales Coordinator job:

- Born to be a “seller” who can promote the hotel and ensure that enquiries are turned into bookings
- At least 1 years’ experience at the similar position or within a corporate hotel environment
- A organized and efficient person who can manage their own work load
- A confident person who can build rapport with customers
- Excellent interpersonal and communication skills
- Excellent knowledge of English and Russian languages

If you are a person who could sell everything and everywhere it means you are on the right way, send us your CV/resume to the following mail address:

hr@ramadahotelsuitsesyerevan.am and career@rau.am

ABOUT COMPANY:

Ramada Hotel and Suites Yerevan, represented by City Central LLC, is a 4-star hotel located in the center of Yerevan. Ramada is a multinational hotel chain owned by Wyndham Hotels and Resorts. The Group operates more than 800 hotels across 63 countries under the Ramada brand. For more information, please visit: <https://www.wyndhamhotels.com/ramada/about-us> .



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Spring
8

Howard Johnson

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