

## Job Details

**Job Description:** Cooper Hotels is seeking outstanding candidates for Sales & Catering Coordinator for our Hilton Garden Inn, Embassy Suites Detroit Metro Airport and Hampton Inn & Suites located ½ mile from Detroit Metro Airport.

### Job Responsibilities

**Include:** This individual will be responsible for selling the entire hotels in support of guestrooms and catering/banquet efforts for meetings and special events. This person requires strong involvement and focus on the priorities of our market. As Sales Manager, the organization and direct involvement of our guests is required. This position is under the guidance and supervision of the Director of Sales. Position is responsible for overall office organization and administrative support including but not limited to running reports, maintaining file & account accuracy, fielding inquiries and creative projects. Ideal candidate will possess strong communication, organization and computer skills as well as a basic understanding of hotel operations. Attention to detail and a true desire to provide legendary service are critical. Familiarity with SalesPro plus.

Cooper Companies are owners / operators of Holiday Inns, Crowne Plazas, Doubletrees, Homewood Suites, Hiltons / Hilton Garden Inns, Embassy Suites and Hampton Inn & Suites with more than 4,000 hotel rooms in 7 states. We offer outstanding opportunities for growth and advancement.

We at Cooper Hotels believe in continuous improvement and will not rest on past accomplishments, but continue to strive for innovation and improvement in products and services, and increased profitability. We are committed to high standards of fairness and integrity. We will never compromise our code of conduct.

We offer an excellent benefits program which includes Health Insurance, 401K, credit union, vacation and more.

1. Generate maximum revenue in guestrooms and/or catering departments by achieving established goals.
2. Provide superior guest service and timely follow-up that exceeds company standards.
3. Maintain and demonstrate a professional and ethical image not only for the Sales and Catering Departments, but the entire hotel.
4. Function as a key member of the management team.
5. Support all administrative duties required utilizing your organizational skills

**Experience / Skills Needed:** \*Direct sales in hotel industry a plus, or a related service industry that has direct customer contact.

\*College Education (2 years) or comparable experience.

\*Demonstrate strong sales ability.

\*Self-Motivated and goal oriented.

\*Excellent verbal and written communication skills.

\*Strong organizational skills and ability to prioritize.

\*Strong belief that "Because of the customer, "We Exist"!

\*Aggressive

\*Proven Results Track Record

### **NO TELEPHONE CALLS, PLEASE.**

**Salary or Hourly Position?** Salary Position with Bonus

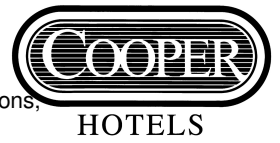
**Work Permit Needed?** Applicants who do not already have legal permission to work in the United States will not be considered.

**Job Available:** Immediately

## Compensation

**Salary Range:** Based on Experience

**Bonus:** Yes



**Other:** Low Medical Insurance Costs, Mileage Reimbursement, 401k w/ match, Dental Insurance Options, Vacation, Travel Discounts

**Contact**

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