

Sales Administrative Assistant

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Company: Tanqeeb

Location: Bahrain

Category: other-general

Overview

The duties and responsibilities of the Sales Admin Assistant span a wide range of activities requiring a candidate who is flexible, co-operative and receptive to challenge. A positive and professional attitude is necessary.

Main Duties

Supports the Sales & Marketing team through a variety of tasks related to communication.

Ensures the development, maintenance & management of all Hotel Sales data bases

Will be responsible for confidential and sensitive documents.

Contracting bookings and assists the sales team in the execution of sales processes.

Coordinating with sales team by managing schedules, filling important documents and

communicating relevant information.

Coordinates the sales efforts between sales department and catering to ensure proper utilization of function space to yield maximum revenues.

Prepares proposals for new and existing customers and facilitate showing of facilities and service in support of the sales managers, when needed.

Assists in the preparation and generating of reports, contracts, proposals and resumes.

Book and manage business travel arrangements for the Sales managers.

Contributes to team effort by accomplishing department goals as needed.

Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.

Required Qualifications and Skills

Strong proficiency in MS Office.

University degree or equivalent experience.

Exceptional organizational skills.

Must be able to communicate in English both verbal and written. Arabic is a plus.

Excellent time management skills and ability to multi-task and prioritize work

Attention to detail.

Knowledge of Opera and Golden S&M systems is a plus.

At least 1 - 2 years of experience in the field or in a related area.

Work well under pressure, requires multitasking and being a team player

About the Destination

Bahrain, a nation comprising more than 30 islands in the Arabian Gulf, has been at the center of major trade routes since antiquity. In its modern capital, Manama, the acclaimed Bahrain National Museum showcases artifacts from the ancient Dilmun civilization that flourished in the region for millennia.

On an exclusive island in the heart of the Kingdom's capital, Four Seasons Hotel Bahrain Bay, with its unique architecture, has become an iconic landmark that soars as a destination in its own right, combining the best of a beach holiday and an urban getaway.

Join Our Team

Four Seasons Hotel Bahrain Bay is part of Four Seasons Hotels and Resorts, the world's leading luxury hospitality company. Join us and become part of a culturally diverse and rich

team, built on mutual respect, teamwork, passion and excellence in service. Our culture fosters an environment where employees can grow and thrive.

We look forward to receiving your application!

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