

Sales System Administrator

- Serve as administrator / key operator for all sales systems, conduct audits and report compliance, provide new hire and supplemental training as needed.
- Develops, prepares and/or composes memos and correspondence requiring research and exercise of judgment and discretion; routinely writes, edits, and submits materials for internal and external communications.
- Maintains and analyzes set of complex budgetary records by performing light bookkeeping related duties such as reconciling, monitoring, making and tracking expenditures, preparing the monthly departmental P&L reconciling report.
- Keeps all membership dues of the various clubs, societies and organizations up to date; maintains subscription to all travel related journals.
- Manage databases and prepare spreadsheet for projects and analysis including key codes, and customer/prospect files.
- Produces regularly scheduled reports from marketing database and assists in the management of the sales & marketing department functions.
- Develop the function through innovation or automation of processes; maintain files and general organizational duties, prepare presentations for delivery to internal and external audience, and coordinating documentation.
- Provides assistance as required by the EAM (Sales & Marketing), Director of Business Development and Assistant Director of Sales in clerical, mailing, research, and sales/marketing activities.
- Auditing of Sales Team's activities, requests and inquiries from clients are keyed in the Amadeus Advance sales management system correctly; ensure clients' information into the system is complete and accurate.
- Weekly and monthly tracking of TFS/FBH/FSY Room Sales & Catering Sales Performance versus Target. Provides analysis to EAM (Sales & Marketing) & General Manager.
- Performs any other related duties that may be assigned from time to time.

Requirements:

- Working knowledge with Amadeus Advance Sales Management System
- Demonstrate positive interpersonal skills.
- Solid attention to detail and problem solving skills, an ability to prioritize, multi-task, and follow through.
- Concise written and communication skills, with demonstrated ability to communicate effectively and project a positive image.
- Strong sense of urgency and ability to work in a flexible environment.

To apply for the above positions, please send your full resume to yeat.naishin@fullertonhotels.com