

**Sales & Marketing Department in a Hotel**  
**Jobcode KAN006**  
**Toronto**

**We offer:**

- Valuable experience exposing students to work closely with senior management at the property

**Responsibilities** may include:

- Providing administrative support to sales office, i.e. Word processing, filing, reception, client contracts, proposals, etc
- Organizes and attends all sales meetings and processes minutes
- Serves as the lead Coordinator for the hotel
- Responds to inquiries from established and prospective customers
- Maintains current sales and promotional materials (literature, photos) and has a complete and thorough knowledge of our services and facilities
- Assists in the organization and participates in FAMS, trade shows, conventions and promotional events within the hotel and appropriate trade related organizations
- Prepares monthly, quarterly and annual reports as required
- Assists in the organization and production of the annual Marketing Plan and Budget
- Conducts site inspections
- Maintains a clean, safe, hazard-free work environment
- Recommends methods to improve and enhance departmental procedures to ensure constant upgrading of such procedures and services
- Designing new banners advertisements and print advertisements
- Design email blast templates for sales campaigns
- Updating marketing documents & collateral
- Designing updates to corporate website and more
- Market Research, Client and Prospect Communications tied to marketing initiatives, and creating and reaching out to new contacts.
- May also be responsible for maintaining comprehensive competitive analysis, sales trend analysis, and managing our customer reference program.
- The candidate will have the opportunity to participate in regular meetings with the Sales and Marketing team to develop fresh ideas for new marketing messages and distribution channels.
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**Qualifications:**

- Ideal candidates will have a professional presentation, be outgoing, self-motivated, enthusiastic and detail-oriented
- Preference will be given to candidates with excellent verbal, written and organizational skills
- Students and recent grads welcome (up to 3 positions available)
- If you can multi-task, have a willingness to learn, a positive attitude, and customer service skills; you can start immediately