

Area Sales Coordinator

Hilton - Prominence Hospitality Group
Phoenixville, PA
Full-time

If you are passionate about helping people and looking for a company that supports career advancement, we may have the perfect opportunity for you!

Prominence Hospitality is now hiring Area Sales Coordinator!

Why You'll Love Prominence:

- **We are deeply invested in our team and ready to IGNITE your career. Inclusive, Growing, Noteworthy, Innovative, Thoughtful, Empowering are the hallmarks of our company's culture.**
- ***Competitive pay & incentives***
- Training and development programs and opportunities for career growth.
- Medical, Dental, Vision and Pet Insurance plans (Full-time employees, 30+ hours/week)
- 401k, Health Savings and Spending Accounts.
- Work/Life balance and Employee Discounts - friends and family enjoy too!!

Responsibilities

What you will do as our next Area Sales Coordinator:

- ***Be the "face of our company"*** as you are an ambassador responsible for sales inquiries and walk-ins in absence of our Area Sales Managers, supporting four locations in the Valley Forge area.
- ***Be a leader*** as you communicate with the hotel Operations team regarding in house events and upcoming weekly in house events.
- ***Showcase your organizational and leadership skills*** as you prepare banquet event orders, send out banquet event orders to clients, call clients for guarantees and communicate with Food & Beverage team.
- ***Be a team player*** as we work hard and have lots of fun!

All while in a safe and inclusive environment that's been ranked among the best workplaces.

Required Skills

What you need to be successful as an Area Sales Coordinator:

- Have a fun, positive, and energetic personality.
- Proficient in Microsoft Office (Word, Excel, Outlook) and able to create accurate client documents.
- Proven customer service experience with a strong guest-focused mentality.
- Able to work in a fast-paced environment and adapt to change

Interested candidates, please email resume to jgaspari@prohosp.com