



Position Title: Sales Co-Ordinator
Position reports to: **Director of Sales**
Salary: \$37,000 - \$42,000
Employment: year round

Fox Harb'r Resort is a 5 Star 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

General Description: The Sales Coordinator is the “administrator” for the Director of Sales and all Sales Related activities and often act as the liaison between Sales and all resort departments. Responsible for managing all of the administrative duties.

Qualifications & Requirements:

- High school diploma
- Ability to work both independently with little supervision and as part of a team
- Organized and Punctual
- Excellent communication skills
- Excellent instructional skills
- Prior experience if Hospitality would be an asset
- Guest service focused
- Must be able to work independently and simultaneously manage multiple tasks, strong organizational skills
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Responsibilities:

- Approach all encounters with guests and employees in an attentive friendly courteous and service-oriented manner.
- Responding to all leads in a professional and timely manner (by end of day)
- Arranging meetings to include scheduling, coordination and preparation of Sales Contracts.
- Conducts Client Feedback interviews as assigned.
- Assist in prospecting for new or repeat business
- Seeks opportunity to maximize revenues by up-selling and/or offering enhancements.
- In the absence of the Director of Sales – act as the bridge (liaison between the client and his/her account Manager. Client needs to know that they can get in touch with someone.
- Process all incoming phone inquiries as needed
- Uses the “change process” to ensure that all stakeholders have the most up-to-date information.
- Establishes and maintains sales files and database.
- Process incoming leads from online channels or other booking channels passing to appropriate Sales Manager
- Fully knowledgeable of the meeting/function space
- As requested, conduct walk-in site requests.
- In concert with Sales Manager produces proposals, sales correspondence and prepare sales kits and presentation folders as required
- Assists Director of Sales with Request for Proposal (RFP) process as required
- Attend daily/weekly/monthly meetings and any other functions required by management

Human Resources Department, Ann Jeffreys

Email: hr@foxharbr.com Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



- Alert any feedback received on-site to Account SM and CSM for immediate f/u (to determine if anything can be done immediately to rectify issue while Client is on-site).

General & Administration

- Responsible for updating and maintaining account management system in order to keep accurate accounts, contacts, etc.

At Fox Harb'r Resort, we know every employee is a valued part of the team.

Our benefits include:

- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member rates for Golf, Sport Shooting, Kayaking, Trail Rides etc.
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability
- Ability to work from home

Fox Harb'r Resort is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status

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