

Rydges South Bank Brisbane – Sales Executive

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Company: Rydges

Location: Perth

Category: other-general

When you join EVT, you are joining one of Australia and New Zealand's leading experience companies. EVT encompasses Entertainment businesses that excite every sense, Ventures driven by a passion for new opportunities and Travel businesses that always feel local and authentic. At EVT, we're the shakers and the Daymakers. The experience creators. The possibility makers and opportunity takers. We aim to make a positive impact on our people, communities and environment, every day. About Rydges Australian & New Zealand owned and operated for more than 30 years, Rydges operates quality city, suburban, and resort-style hotels in key destinations across Australia and New Zealand, with a refreshingly down-to-earth approach. Rydges provides genuine local hospitality with quality essentials alongside its trademark 'too easy' service. About Rydges South Bank Brisbane Level up your career with the best in Brisbane hospitality. Rydges South Bank is located in the heart of Brisbane's arts and entertainment precinct, offering a variety of rooms, with state-of-the-art features, and fantastic amenities, including Soleil Pool Bar and the award-winning Bacchus Restaurant onsite. We can't wait to hear from you! About the role Reporting to the Director of Sales, this is a full time role for an industry professional seeking their next challenge. If you are looking for a career growth in Sales and/or Business Development this could be your next role along that pathway. The role will be responsible for ensuring all Group enquiries are quoted, coordinated and executed in line with the client requirements, while also coordinating with other Hotel departments to ensure a smooth stay for the client. Key Responsibilities Prepare, distribute and manage external room block proposals for prospective clients and groups Pro-actively seek sales opportunities within accommodation

and events sectors for the property through relationship building and industry knowledge
Responding to general emails and phone enquires Assist with the preparation, issuance
and processing of detailed event paperwork, both internally and externally Processing
accommodation / group reservations, cancellations and amendments to contracted
bookings Liaise daily with other hotel departments in relation to conference / event logistics
and F&B outlets and Detailed record and diary management Ensure post event follow up with
all clients Liaising with event suppliers / third parties as required At EVT, we want our people
to experience our businesses and be brand and experience advocates. So, we make sure
access to amazing 'Elevate Perks' are available to all staff from day dot. Incredible team
member discounts from your first day on-the-job. 50% off stays at EVT hotels – Rydges,
QT, Atura, and more. \$2 movie tickets, plus Moonlight, Gold Class, Candy Bar discounts and
more. Awesome winter and summer savings and discounts at Thredbo. Rapid career
growth opportunities through our EVT network. Local community involvement,
volunteering and charitable giving. Australia and NZ's largest and most diverse experiences
company. Skills & experience Existing qualifications or currently studying Marketing, Event
/ Hospitality Management, or Business / Sales are desirable but not essential Previous
experience in a similar role involving Sales, Reservations, Guest Services or Coordination
Proficient user in Microsoft Office programs i.e. Word, Excel, Outlook Previous experience
using Property Management Systems e.g. OPERA desirable but not essential Excellent
verbal and written communication skills High level computer literacy Strong attention to detail
Excellent time management and organisational skills Demonstrated ability using initiative
Ability to adapt to ever evolving situations and problem solve If you're interested in
keeping up to date with all available positions at EVT, including cinemas, hotels, and Thredbo, you
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