



## **Sales & Events Coordinator**

### **Meet Modus Hotels**

We are a lifestyle hotel company dedicated to consistently being best in class by delivering personalized experiences based on each guest's distinct needs. Our culture is one of independent and spirited individuals who love what they do and share a desire to create a genuine environment where each person can truly be themselves. It's important to know that we have 10 core values that we live by; we'll expect that you will too.

### **What do we want you to do**

You will be the go-to person in a busy sales office. You'll answer phones, help qualify leads, and create critical documents. Typing skills and attention to detail will be put to good use as data entry, reporting, and drafting leases and group contracts are vital to your position. Your knowledge of our product and familiarity with clients will help you to deliver exceptional service.

Speaking of clients, you'll need to be prepared to interact with them at all times. Whether it's welcoming new guests, responding to their requests, or thanking them for their business – communication will be continual and professional. You'll, at times, be the channel of communication between the sales office and the operations team.

Meetings and events? You've got them covered. You'll act as the point of contact for all on-site meeting functions, ensuring our clients receive top notch service. There will be times you'll be needed to help prepare for sales blitzes and client events, and you'll be expected to participate as well.

### **Who is going to get this job**

Enthusiastic? You bet. Sales professionals are truly one of a kind. You must be wildly passionate about your role and understand how vital it is to the bigger picture.

Being hospitality minded and excelling at customer service go without saying, but we're saying, just in case. You will be uber-organized with extraordinary attention to detail. On top of that, you will have exceptional communication skills, both verbal and written, to use when interacting with clients, colleagues, vendors, and anyone you may encounter. You'll be able to use the tools of the trade: computers, databases, and property management systems.

You'll work well independently but also thrive on supporting your team, understanding that their success is your success too. You'll have a positive outlook and stay cool as a cucumber when working in stressful or high pressure situations. Your effective problem solving skills will be put to use – bonus points for identifying, anticipating, and preventing issues ahead of time.

*\*All those interested in applying should contact Lisa Jeffers at [ljeffers@thewindsorsuites.com](mailto:ljeffers@thewindsorsuites.com)*