



Sales Coordinator

Maldives (To be based in Colombo, Sri Lanka)

We currently have an exciting opportunity for a Sales Coordinator to join Cinnamon Hotels and Resorts. Cinnamon Hotels & Resorts is Sri Lanka's largest Hotel owner with a portfolio with 15 Hotels and Resorts in both Sri Lanka and the Maldives. Furthermore, adding to its portfolio, the much-anticipated US\$1 Billion - Cinnamon Life Integrated Resort, will be opening soon. Cinnamon Hotels & Resorts is a member of John Keells Holdings PLC, one of the largest listed Conglomerates in Sri Lanka.

The Sales Coordinator will be responsible for updating details and maintaining the request for proposals database, helping the team with bookings, and gathering competitor information. This role will distribute information about promotions and other special activities the hotel's conducts. You will maintain sales call planners and month-to-date figures, along with the sales team's year-to-date figures. Furthermore, you will maintain and extract weekly, monthly production reports and handle order/ requisitions required items through TMS/SAP. Other duties include handling direct bookings and assisting in the creation of flyers as well as KAM vouchers.

Are you detail-oriented? Do you have a minimum of 2 years of work experience in a similar job role? Are you a team player with a positive attitude? Do you have strong communication and interpersonal skills? If this, is you, we would love to hear from you, and you could be the next member of our dynamic Cinnamon Hotels & Resorts family!

Interested candidates may send their resume to Lakshila@cinnamonhotels.com

Your great journey starts here!



oneJKH

The John Keells Group is an equal opportunity employer and we invite applications from suitably qualified individuals to join our Team

Cinnamon
HOTELS & RESORTS

www.cinnamonhotels.com/careers