

Revenue & Sales Coordinator

Company Description

RevitUp is a holistic approach that aims to "rev up" hotels and enhance their profitability. We optimize revenue-generating channels, align team culture with common goals, decode competitive environments, and make smart choices. Our team supports businesses every step of the way, stays updated on market trends, and builds long-lasting trustworthy relationships.

Job Summary:

The **Revenue & Sales Coordinator**, also referred to as Junior Revenue & Sales Specialist, is an entry-level position within our Revenue and Sales Management team, designed for individuals with 0-2 years of experience looking to grow in the hotel sales and revenue field. The role involves supporting the team in various tasks assigned by the department's Head, with opportunities for skill development and gradual involvement in more complex projects based on performance.

Key Responsibilities:

- Execute tasks and projects assigned by the department head with accuracy and timeliness.
- Assist in developing and updating pricing plans.
- Set up and maintain OTA accounts and booking engine configurations.
- Upload and verify content on distribution channels.
- Monitor quality scores and report issues from extranets.
- Support the implementation of special offers and promotions.
- Perform basic rate analysis using tools like Lighthouse.
- Ensure rate parity across distribution channels.
- Contribute to performance optimization strategies for hotel revenue.
- Gather competitive analysis data and report findings.
- Track sales performance and prepare reports.
- Provide general administrative support, including meeting scheduling and document preparation.

Qualifications:

Revenue & Sales Coordinator

- Bachelor's degree in Business Administration, Tourism, or a related field.
- 0-2 years of experience in sales or hotel management roles.
- Familiarity with revenue management tools or OTA platforms is a plus.
- Strong organizational and time management skills.
- Proficiency in MS Office and English (oral and written).

What We Offer:

- Competitive salary.
- Training and professional development opportunities.
- A collaborative and dynamic work environment.

Please send us your CV at hr@revitup.direct