



G55: GROUP & CONFERENCING COORDINATOR (Hotel Perte - Montecasino)

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

Our **successful** Nodal Groups & Conference Coordinators ...

- effectively manage all **customer service related tasks** including phone and email correspondence, receiving and processing of reservations and group enquiries, up-selling, communicating Complex Hotel Promotions and the benefits of the loyalty programmes
- Quote, Secure and Coordinate Group, Events and Conventions bookings for the full complex including all four hotels and 19 conference venues on Montecasino Complex.
- fulfil **administration** tasks including the property management and account payment systems
- **build and maintain a working environment** in which staff are fully trained, well managed, supportive of each other and competent
- encourage staff to maintain a **professional appearance**
- respond promptly and politely to **guests’ needs** and ensure their feedback is communicated to relevant people
- work as part of a team or individually to deliver high **quality standards**.

If you have these **qualifications**, join our team: Grade 12 (NQF 4 or equivalent); at least 2 years’ Reservations experience with full sales & catering competency, good numeracy skills; verbal and written English skills (NQF 4); sound computer skills in MS Excel, Word and Outlook.

CLOSING DATE: 12 February 2025

To **apply**, your written application must include:

- CV (maximum 4 pages)
- contactable references (with telephone numbers)
- covering letter with three reasons why you’re our top candidate for the job!

For info or to apply, email hotel.vacanciesmtc@tsogosun.com, Grant.duPont@tsogosun.com

TSOGO SUN
CASINOS . HOTELS

ENTERTAIN. IT’S WHAT WE DO.

TSOGO SUN PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME. WINNERS KNOW WHEN TO STOP. ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE. NATIONAL PROBLEM GAMBLING COUNSELLING TOLL-FREE HELPLINE 0800 006 008.

