



Sales Administrator

- Support 2 to 3 sales managers in managing their sales accounts
- Creating sales documents and proposal and revert to all enquiries within the same day
- Create, generate and maintain clients' database
- Assist in executing marketing strategies and objectives
- Maintain marketing database including catalogues, key codes and customer/ prospect files
- Produces regularly scheduled reports from marketing database
- Coordinate various marketing fulfilment duties and systems including direct mail, packages, letters, catalogues and other sales literatures
- Assist with newsletter, direct mail, advertising and catalogues editing and proofreading
- Assist with ad contracts and placement

Requirements :

- Diploma in Hospitality/ Tourism/ Marketing or equivalent
- Candidates with hotel F&B and Rooms experience background has an added advantage
- Meticulous and is able to work independently under tight deadline
- Able to multi task
- Able to work in fast-paced environment

To apply for the above positions, please send your full resume to careers@fullertonhotel.com.