

HOTEL SPONSORSHIP COORDINATOR

Heritage Portraits & Albums, located in Anniston, AL, is seeking a Hotel Sponsorship Coordinator. Our company creates Heritage Albums for public safety organizations throughout the country, and a majority of the teams they go out and make that possible are staying in Hotels or BnBs while they are in the area. We are looking for someone to work directly with hotels in various regions to obtain sponsorship for our traveling teams to these areas.

REQUIREMENTS OF THIS JOB ARE:

Computer Literacy (Especially in writing and maintaining spreadsheets)
Sales Experience (at least 3 years)
Organizational Skills
A Positive Mindset
Work Well With Others

MAIN JOB DUTIES:

Working ahead of team calendars
Reach out to hotels in various regions
Work with hotel management to book sponsored rooms
Update bookkeeping and traveling team on arrangements
Compensation is 15% of all booking rates

BENEFITS:

Dental, Health, and Vision Insurance

WORK LOCATION:

Flexible: Remote or In Office