

POSTING: REVENUE ADMINISTRATOR

EFFECTIVE DATES/LOCATION:

Effective Start Date: Immediately **Location:** Richmond, BC

REPORTING TO: ASSISTANT MANAGER, CENTRAL SERVICES

JOB DESCRIPTION:

The Sandman Hotel Group is seeking an experienced, motivated Revenue Administrator. In this role, you will serve as direct support to the Assistant Manager of Central Services and assist in managing rates and inventory, yielding strategies, and forecasting. With focus on the Global Distribution System (GDS) and the IDS, the Revenue Administrator will also be responsible for rate loading, package coordination, and report generation. This job will appeal to someone who enjoys the fast pace of the hospitality industry and is passionate about attention to detail and accuracy.

JOB REQUIREMENTS:

The Revenue Administrator will be familiar with third party websites and extranets. The individual will have strong computer background in reservations, Maestro PMS, and all applications within MS Office. This position requires analytic work, organization, accuracy, efficiency, dedication, communication skills, and attention to detail. The role requires the individual to work closely with all properties within the Sandman chain and the ability to analyze revenue reports and make strategic suggestions. As such, we are seeking someone who is very comfortable working with rate data. Ideal candidate will have a minimum of 1 year revenue and hospitality experience.

DUTIES:

Responsibilities include, but are not limited to:

- ↺ Updating rates and inventory through the CRS using RedX Platform
- ↺ Rate loading, testing, and maintenance in the GDS
- ↺ Effective yielding through third party extranets and online travel agencies
- ↺ Rate audits/rate shops
- ↺ Generate forecast reports, pace reports, production reports
- ↺ Revenue support for all Sandman properties
- ↺ Direct support to the Assistant Manager of Central Services
- ↺ Assisting Central Reservations team when called upon; basic reservations familiarity required

APPLICABLE SKILLS

- ↺ Very good command of English
- ↺ Strong technical and analytical skills
- ↺ Strong organizations skills
- ↺ Strong customer service skills
- ↺ Attention to detail
- ↺ Problem resolution, problem solving skills
- ↺ Hotel operations
- ↺ Forecasting
- ↺ Proficient in all MS Office applications

Entry Level Position: Yes

Supervisory Level Position: No

Compensation:

Salary Range: TBC

Bonus Plan: ___ Yes No

Accommodation: ___ Yes No

Other: Extended Medical Dental Health Care (STANDARD HOTEL PACKAGE)

SUMMATION:

Submission of resume does not guarantee an interview or an actual transfer. Qualified applicants are encouraged to apply, provided they meet the minimal requirements of the applicable skills required. If you are currently employed with Sandman Hotels, Inns & Suites, you must have been in your current position for one full year.

Office Use:

Date Received:

Effective Dates:

Reviewed/Approved

Notes: _____

Submitted to Marketing

Resumes Sent to Contact

Signature: