

MARCO PIERRE WHITE

STEAKHOUSE BAR & GRILL

SALES AND EVENTS COORDINATOR
(HOTEL INDIGO AND MARCO PIERRE WHITE
NEWCASTLE) MAT COVER

Hotel Indigo Newcastle is a four-star boutique hotel in the heart of the city, heavily influenced by its location within the historic Grainger Town area. The hotel is situated less than a five minute walk from Newcastle Central Train Station, with the following key features:

- 148 individually styled guest rooms
- Spacious bathrooms, rainfall showers and luxury Aveda toiletries
- Complimentary mini-fridges, replenished each day
- High speed Wi-Fi access throughout the hotel
- Over 100 on-site car parking spaces

The hotel also features an on-site Marco Pierre White Steakhouse Bar & Grill restaurant, which is proving to be one of the city's most popular eateries. The restaurant can cater up to 100 guests, with semi-private dining for numbers of up to 50. It offers its customers an ultra-modern dining experience, with the menu boasting a range of tastes, textures and flavours and an incredible wine list.

As Sales and Events Coordinator you will be responsible for maximising revenue opportunities in both the restaurant and hotel, by driving sales leads and increasing conversions. The main focus of this role will include proactive telesales calls and the ability to contract inbound enquiries across a multitude of channels (calls, emails, social media etc.). The candidate should have an understanding of Microsoft Office in order to complete day to day reports for the Sales Manager and General Manager where required, and be confident in using multiple social media channels to promote and raise awareness of the site.

Due to the time of the year, Christmas will be a big focus initially to assist the hotel and restaurant to achieve maximum revenue and occupancy levels. Following this, further training will be given to understand and work with both brands (InterContinental Hotels Group and Marco Pierre White) along with the management company for the site (Interstate Hotels and Resorts), which will help develop the successful candidate and achieve the overall budget for the property.

The successful candidate should have an interest in the travel and restaurant industry, and want to develop within a sales role. They must be able to demonstrate that they can multi task effectively, be enthusiastic and positive in their nature and have an excellent telephone manner, as this will be a major part of the role.

Previous experience of working in sales administration role, preferably within a hotel or restaurant environment is advantageous however not essential.

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Job Benefits include:

- Competitive salary
- Intercontinental Hotels Group discounted accommodation rates worldwide
- Interstate Hotels & Resorts UK Portfolio discounted rates (Staff and Friends and Family)
- Incremental Holidays up to 33 days a year
- 24 hour Employee Assistance Programme
- Access to the Company Personal Pension Scheme
- Access to training with Marco through his company - Black and White