

OPPORTUNITY KNOCKS!



SALES COORDINATOR

July 9, 2010

THE PROPERTY:

MMI Hotel Group's **HILTON GARDEN INN AT MADISON** features 134 sparkling, well-appointed guest rooms and meeting space to accommodate small functions and foodservice. The property is situated on a pond with a waterfall and a rear bridge crossing connecting the Hotel to restaurants and shopping. The pristine Hilton Garden Inn at Madison is conveniently located near Interstate 55 (west) in expanding Madison County and also is convenient to restaurants, schools, the new Malco Theatre at Madison, retail and religious locations, downtown historic City of Madison, and, is within 30 minutes of downtown Jackson—Mississippi's capital city.

THE OPPORTUNITY:

THE HILTON GARDEN INN-MADISON, MISSISSIPPI seeks a **SALES COORDINATOR** responsible for executing the details of hotel group bookings, meetings, and events.

QUALIFICATIONS REQUIRED:

The successful **Sales Coordinator** will have a minimum of 12 months recent similar experience, preferably in a hotel or hospitality setting. Skills required include the following:

- Implement approved sales plan
- Promote the hotel to internal and external guests
- Complete meeting room information to execute the services required to fulfill guests' scheduled events
- Computer literacy
- Report to work on a regular schedule, and
- Work among departments to ensure group bookings and guest events are successful.

An associate's degree is preferred with some business prep courses. A high school diploma or GED is required.

The salary depends on experience.

HOW TO APPLY:

Please apply immediately by sending your resume, an MMI Hotel Group employment application and/or a letter of interest via e-mail or fax describing your capabilities to the following:

Tim Coleman
General Manager
Hilton Garden-Madison
320 New Mansdale Road
Madison, MS 39110
tim.coleman@hilton.com
Phone: (601) 420-0442
Fax: (601) 936-4227

Please advise your general manager before applying for this position.

The Hilton Garden Inn at Madison, Mississippi, is an equal opportunity, ADA, USERRA, drug-free workplace employer.