



<https://eternalhotelsllc.com/careers/psc-sales-and-catering-assistant-red-lion-hotel-pasco-2-2/>

## Sales and Catering Coordinator Assistant – Red Lion Hotel Pasco and Conference Center

### Description

The Sales & Catering Assistant primary role is to perform general office duties to support the Sales & Catering team, e.g., filing, sending emails, typing, faxing, copying, loading special or negotiated rates onto the property management system, and maintaining customer and company profiles.

The Sales & Catering Assistant assists in selling guest rooms, catering services, and banquet facilities as directed by the Red Lion Pasco Sales Manager & Catering Manager. Position reports to the Red Lion Pasco Sales Manager, and provides high-level administrative support by conducting research, preparing statistical reports, collecting and processing sensitive data, resolving guest issues, and also perform clerical functions.

### Responsibilities

#### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Sales Coordinator Duties and Responsibilities:

- Answer client/bookers questions about property facilities/services (e.g., hours of operation, rates and room types, packages, promotions, entertainment, restaurants, etc.)
- Serve as the point of contact for clients and communicate with them by phone and email to respond to questions and requests.
- Responsible for coordinating internally with the sales & catering team, and other hotel operational departments.
- Generating reports, preparing proposals, collections details, coordinating with clients & suppliers.
- Prepare sales & catering-related documents throughout the sales process (e.g., proposals, contracts, banquet event orders, CVGR Letter).
- Gather materials and assemble information packages (e.g., brochures, promotional materials, sales demo kit, welcome kit, souvenir, etc.).
- Generate group and/or corporate leads through internet prospecting, networking, and telemarketing.
- Assist sales & catering team by managing schedules, filing important documents, and communicating relevant information.
- Interaction with client in regards to leads, hotel needs, and client travel.
- Meets with clients in the absence of the Sales Manager or Catering Manager to effectively and professionally convey details of the sale to the client.
- Monitor, screen, respond to, and distribute incoming communications.
- Design, upload, extract and maintain customer databases.
- Create and manage Company and Travel Agent profiles on the property management system.
- Manage the process of merging profiles.

### Hiring organization

Red Lion Hotel & Conference Center Pasco

### Base Salary

\$ 18.00

### Employment Type

Full-time

### Duration of employment

Year Round

### Industry

Hospitality

### Job Location

2525 N 20th Ave, 99301, Pasco, WA, USA

### Working Hours

Open availability

### Date posted

February 6, 2026

### Valid through

28.02.2026

- Load and manage Rate Codes to the Hotel PMS and link the negotiated rates to the correct company profiles.
- Print Sales & Catering reports and submit to the Sales Manager, Catering Manager, General Manager, and corporate management.
- File and retrieve documents and reference materials.
- Coordinates necessary arrangements with vendors relating to sales and catering.
- Establishes strong relationships with vendors to ensure maximization of hotel revenue.
- Ensures all documents produced by the Sales & Catering Department (i.e., BEO's, contracts, rooming lists, proposals) are completed accurately and on time.
- Ensure the adequacy of sales & catering-related equipment or materials are available at all times.
- Other duties as assigned.

## **Qualifications**

### **Competencies**

- Problem Solving/Analysis
- Teamwork Orientation
- Communication Proficiency
- Technical Capacity

### **Education**

- High School Diploma or equivalent required.
- Associates degree in related field required, or combination of higher education and related experience.

### **Experience**

- 2+ years prior related office or admin experience preferred.
- 1+ years sales experience preferred.

### **Job Benefits**

- PTO
- Medical
- Dentist

## **Contacts**

### **Additional Information**

All your information will be kept confidential according to EEO guidelines.

### **An Equal Opportunity Employer**

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.