



<https://eternalhotelsllc.com/careers/sales-catering-coordinator-red-lion-hotel-pasco-conference-center/>

Sales & Catering Coordinator

Description

The Red Lion Hotel & Conference Center Pasco is looking for a Sales & Catering Coordinator to join their team! The Sales & Catering Coordinator 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 Coordinator 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

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.
- 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.

Hiring organization

Pasco Red Lion

Employment Type

Full-time

Duration of employment

Year Round

Industry

Hospitality

Job Location

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

Working Hours

30-40

Base Salary

\$ 18 - \$ 20

Date posted

October 2, 2026

Valid through

01.01.2027

- 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 preferred.

Experience

- 2+ years prior related office or admin experience preferred
- 2+ years sales or food & beverage experience preferred

Job Benefits

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance