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| <b>Position Title</b>                         | Group Channel Distribution Coordinator  |
| <b>Location</b>                               | Sydney – Head Office  |
| <b>FT/PT/Casual</b>                           | Full Time   |
| <b>Summary of Position for Selection Page</b> | Great opportunity for a Hotel Reservations Asst/Mgr to further their career with a growing hotel company. Daily management of rates and allocations.  |
| <b>Required Starting Date</b>                 | As soon as possible   |
| <b>Description of Work and Duties</b>         | <ul style="list-style-type: none"> <li>• Updating rates and allocations on OTAs and StayWell’s booking engine using SiteMinder for approximately 8 Australian properties</li> <li>• Competitor analysis to set property rates</li> <li>• Liaise with the Channel Distribution and Yield Manager on special offer opportunities and promotions</li> <li>• Ensure all rates, packages &amp; promotions are accurately loaded onto third party sites and StayWell’s booking engine</li> <li>• Communicate with hotel managers regarding all current rates, packages and promotions</li> <li>• Liaise with OTAs to promote last minute deals</li> <li>• Maintaining room types and room descriptions across all online channels</li> <li>• Generating of daily/weekly/monthly reports as indicated by management</li> <li>• Attend all hotel yield meetings and take minutes</li> <li>• Monthly website production stats</li> </ul> |
| <b>Selection Criteria</b>                     | <p>Essential</p> <ol style="list-style-type: none"> <li>1. Highly organised</li> <li>2. Proactive</li> <li>3. Have a ‘can do’ attitude</li> <li>4. Have the ability to remain calm under pressure</li> <li>5. Possess intermediate/advanced Microsoft Office skills (particularly Microsoft Excel).</li> <li>6. Knowledge of channel distribution and yielding techniques</li> <li>7. Minimum 1-2 years hotel experience, possibly within the reservations department or as a front desk/guest services agent.</li> </ol>   |

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|                     | <p>Desirable</p> <ol style="list-style-type: none"><li>1. Knowledge of Siteminder channel management system</li></ol>  |
| <b>Closing Date</b> | 2 May 2012   |
| <b>Notes</b>        | <ol style="list-style-type: none"><li>1. The selection criteria must be addressed in the letter of application</li><li>2. Only applicants with the right to work in Australia need apply</li><li>3. Only short listed applicants will be contacted</li></ol> |