

GRAND CAYMAN

CAYMAN ISLANDS

Position: Sales Coordinator

Reporting Relationship: Director of Sales & Director of Sales & Marketing

Location: ONE GT, Grand Cayman - Goring Avenue Grand Cayman, Cayman Islands KY1-1105

Work Type: 100% On-Site

Position Summary: The Sales Coordinator at ONE GT, Grand Cayman will support the sales team by managing client communications, coordinating bookings and contracts, and maintaining accurate records. This role ensures smooth sales operations, timely follow-ups, and contributes to the hotel's reputation for excellent customer service and seamless event execution.

About ONE GT (Grand Cayman): Expected to open by the end of 2025, ONE GT is Grand Cayman's premier luxury urban residential resort. Located in the heart of George Town, our 10-story landmark features the island's only rooftop infinite-edge pool, high-end dining options, a pastry café, and stunning 360-degree views. The resort is steps away from luxury shopping, gourmet dining, and cultural landmarks, offering a seamless balance of productivity and relaxation. ONE GT has been awarded the 5-star winner and nominee for several regional awards and won Best Hotel Architecture Cayman Islands and Best New Hotel Construction & Design.

About Remington Hospitality: ONE GT, Grand Cayman is managed by Remington Hospitality. When you build a career at Remington, you achieve success, growth, and friendships. We offer endless opportunities and so many reasons to stay with us. As a team, we roll up our sleeves to take care of our guests and celebrate success together. Expectations are clear, collaboration is encouraged, and opportunity is there-if you reach for it. Come join us and succeed in our dynamic culture where you are valued and appreciated.

Core Responsibilities:

- Provide administrative and operational support to the Sales & Marketing team.
- Prepare proposals, contracts, banquet event orders (BEOs), group resumes, and client correspondence.
- Maintain an organized filing system for sales documents and agreements.
- Assist in preparing reports, sales call logs, and weekly itineraries.
- Respond promptly and professionally to client inquiries via phone, email, or walk-ins.
- Coordinate site inspections and property tours for potential clients.
- Assist in qualifying and booking pop-up inquiries and small group reservations.
- Ensure clear communication of client requirements to relevant hotel departments.
- Support the Sales Manager in planning and executing group bookings and events.
- Track rooming lists, deposits, banquet guarantees, and billing details.
- Create group signage, reader boards, and welcome packages for events.
- Liaise with the Banquet and F&B teams to ensure smooth execution of events.
- Assist in maintaining sales databases and CRM systems, ensuring accuracy and completeness.
- Prepare weekly and monthly sales activity reports.

Knowledge, Skills, and Competencies:

- Certification in sales, customer service, or event management (asset).
- Minimum 2 years' experience in hotel, tourism, or event sales support.
- Experience with CRM systems, Opera, or hotel PMS preferred.
- Exposure to corporate, leisure, or group sales is an advantage.



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- Strong organizational and administrative skills with attention to detail.
- Excellent verbal and written communication skills.
- Ability to multitask and prioritize in a fast-paced environment.
- Strong computer proficiency (Microsoft Office Suite, CRM platforms).
- Team-oriented, proactive, and customer-focused.

Additional Requirements: This job description is not an exhaustive list of all job functions required for this position. Additional duties may be assigned as needed based on business demands.

Preference will be given to Caymanians and Permanent Resident Holders (P.R. & RERC Holder)

