



Red Sail Sports is seeking an Operations Coordinator

The successful applicant will work in collaboration with our overseas partner ETHOS Event Collective, will need to be an asset and team player in our well-rounded working environment. The position requires creativity and independent initiative. The position includes working nights, weekends, and public holidays.

Duties include (But not limited to)

- Serves as the on-site contact responsible for executing group events, tours, transportation and other destination specific services.
- Operating and maintaining our reservation system which is used throughout our island-wide locations.
- Compile and deliver custom operational documents in support of upcoming group event programs
- Follow all accounting guidelines for invoices, internal and client financials, vendor payments, post-program reporting, time sheets, payroll and expense reports.
- Up sell additional services and/or products and incorporate community giveback opportunities where possible.
- Prepare group estimates, organize in-house accounts, and participate in supplier organization
- Pre-plan and work on-site at site inspections, events and hotel pre-cons– duties may include coordinating transportation, meet and greet service at airport, décor and entertainment set-up, food and beverage set-up, and audience control; always representing the company in a positive light, according to the company handbook and dress code.
- Correspond and build strong relationships with Wholesalers, Travel agents and Hotel contacts, while providing up to date information and compiling monthly invoices.

Job skills and requirements

- 7+ years experience in events or hotel industry
- Driver's license
- Dazzling telephone and communication skills
- A friendly but professional work ethic and is a team player
- Impressive time management and organizational skills
- Strong writing skills and email etiquette (test may be given)
- Takes initiative and is punctual
- Confident with sales skills, revenue management, and marketing functions
- Detail and results orientated
- Career path has recurring work but involves high degrees of discretion. The need for accuracy and effective utilization of resources is high.
- High level of proficiency in Microsoft Office software and sales management software
- Knowledge of the Island and hospitality industry

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