



# TravelAdvocates

GROUP HOTEL SPECIALISTS

1101 Ocean Ave, Suite 702, Asbury Park, NJ 07712

## **HELP WANTED: Group Hotel Coordinator**

**If you've ever wanted to work for a hotel or travel company remotely,  
we want to talk to you!**

TravelAdvocates is a B2B group travel services company that books hotels for thousands of groups each year. TravelAdvocates is seeking a Group Hotel Coordinator to assist with a growing number of key leisure accounts, with tasks including: handling and submitting group rooming lists to hotels by pre-set deadlines, supporting the Operations team with various administrative tasks. This job is full time and entirely remote / home-based. This is an entry level position with room to grow upwards within the company.

Named to *Inc 5000's* "Fastest Growing Privately Held Companies in America," TravelAdvocates is a respected key account of Marriott, Hilton, and every other national hotel chain. TravelAdvocates remains an active member of industry associations like the Student Youth Travel Association, American Bus Association, National Tour Association, International Inbound Travel Association, US Travel Association, NYC & Co, and others.

You will be directly assisting the VP of Operations in a team effort to service various groups. Your daily tasks will include administering group rooming lists and supporting various Operations teammates with administrative tasks. You will be using Microsoft Office 365, Outlook, Word, Excel, Adobe Acrobat, and our customized software in Quickbase.

The ideal candidate will have prior hotel experience specifically as a hotel operations or sales coordinator who has handled a group rooming list or group room block details. If you don't have hotel experience, you will still be considered if you are quick, detailed, and accurate. We only book groups (no FITs) so coming to us with some sort of group hotel knowledge would be helpful.

This person must be self-motivated, detail-oriented, and have a strong sense of time management as we are deadline-driven. This person must not require a lot of oversight as we do not micromanage teammates. Instead, we hire strong proven leaders who we fully train and then allow them to self-manage as long as projects get completed correctly and on time. Accuracy and speed are very important. This person must be a multi-tasker and able to handle multiple projects at any given time.

To be successful, this person must be extremely fast on the PC, a fast typist, and quick on Word, Excel, and Outlook. Bonus points go to the candidate who has prior competitive team experience - someone who is used to attending practices and competitions, being given tasks, adjusting to various roles and deadlines, and excelling under pressure.

You will be joining a team of 9 group hotel experts, many of whom have been with the company for over 10 years. Compensation includes health benefits, 401k with company match, paid time off, and travel related benefits. This is a full time salaried position with the opportunity to earn an end of year bonus based on your performance. Your base salary will be based on your experience and potential to succeed.

Please email your resume and annual salary requirements to [Careers@TravelAdvocates.com](mailto:Careers@TravelAdvocates.com). This is a full time position. This is a remote position; you must have a dedicated area in which to work Monday through Friday 8:30am – 5:30pm. All submissions will be kept highly confidential. Position starts immediately.