

5.1.21

Revenue & Distribution Executive (entry level)

About Hemisphere Hospitality Solutions (HHS) Trading as Pub Rooms

Hemisphere manages a portfolio of resorts, hotels, motels, and pub accommodation located in Australia. The hotel portfolio consists of nearly 800 rooms, predominantly located in NSW and QLD as well as all other states.

We are based in Pyrmont, Sydney – at the Cooperage on Sydney Harbour, with access to an indoor swimming pool, tennis courts along with a plethora of coffee shops, restaurants, take-aways as well as beautiful harbourside walks.

At Hemisphere, we understand that our people are our greatest asset. We strive to retain, develop and reward passionate and success-orientated professionals at all levels. In our pursuit for excellence, we encourage entrepreneurial thinking, challenge the status quo, and inculcate a sense of ownership while fostering an environment of transparency, collaboration, respect and integrity among our employees, clients, business partners and the larger community.

We are seeking a hospitality graduate (entry level) or a current reservations / front office / revenue analyst role wanting to take the next step, to join us as Revenue & Distribution Executive to provide support and assistance to our Revenue team in maximising revenue and profits in the strategic coordination and analysing of revenue management reporting, processes, set up of new clients and procedures. On-going training will be provided, to provide you with the necessary skill sets.

This is a full-time role with having to work for 5 days a week, Monday to Friday.

About the role

- Assist in maximising overall Hotel revenue through development and implementation of effective transient inventory and pricing analysis and strategies based on future demand forecasts.
- Analyse and report on market trends for soft and high demand periods and implement strategies to maximise the opportunities.
- Support with the effective monitoring of overbooking and room type inventory balancing.
- Set up Property Management System (PMS) for new clients.
- Establish correct Online Travel Agents (OTAs) individual client targeted towards attracting Business and Leisure market segments, map to PMS.
- Update and input daily the loading of rates for all as directed and per the hotels revenue management instructions.
- Provide client training on PMS and OTAs procedures as required.

About you

- Ideally you are currently in a reservations / front office / revenue analyst role or a final year student, you have recently completed your hospitality TAFE or university degree.
- Previous training including certifications in Revenue Management and Sales Processing highly desirable.
- Highly developed interpersonal, adaptive influencing and supervisory management.
- Proven ability to think critically and apply analytical judgement to large data sets.
- Sound computer skills in Excel and Word.
- Advanced communication skills both verbal and non-verbal.
- A high level of organisation and initiative.
- High level of attention to detail and the ability to work autonomously.

Culture and Benefits

As a team member with us you can expect to receive:

- Great opportunities for career development to advance to within our company.
- The opportunity to work with industry professionals in an exciting hotel environment.

How to Apply

If you believe you have the drive and skills to succeed in this role, please apply to:

Jeannie Armstrong,
Managing Director
email: jeanniearmstrong@mac.com mobile: 0412142645
<https://www.linkedin.com/in/jeanniearmstrong/>

The role is available for an immediate start.

We thank you in advance for your interest in this position.

Hemisphere Hospitality Solutions is an Equal Opportunity Employer.

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