



SALES ADMINISTRATIVE ASSISTANT

Set to welcome guests in Fall 2021, Muir promises a refined and distinctly Nova Scotian hospitality experience, inspired by the region's inherent natural grace, rich cultural history, unspoiled beauty and enduring character. Muir is building a team of dedicated professionals to bring this unparalleled hospitality experience to the Halifax Waterfront. We are inviting interested candidates to apply for the position of Sales Administrative Assistant.

Reporting to the Director of Sales, the Sales AA will provide a vital support role to the hotel leadership team with a strong focus on supporting the Sales Team in achieving revenue and sales activity goals.

As the ideal candidate you have 3 years' experience in a professional setting supporting multiple team members, preferably in the hospitality industry. Your experience is complemented by excellent communication and customer service skills, and exemplary attention to detail. Advanced skills in the Microsoft Office suite is considered an asset, as is experience with Marriott's CI/TY sales system.

The opportunity to join Halifax's first five-star hotel at its very beginning is an exciting one as you will be introducing the local market to an entirely new luxury experience. In this role you will be challenged by high performance expectations; you will have the opportunity to establish Muir within the international hotel industry, while working with a team of dedicated, talented professionals. You will be rewarded every day by the respect of your peers, achievements of your team and satisfaction of Muir's clients and guests.

If you are looking for an opportunity to showcase your talents and be part of something truly exceptional, please submit your cover letter and resume in confidence to hr@muirhotel.com referencing job #M21-01 in the subject line. We ask that you include your anticipated compensation in your cover letter.

Only those candidates with existing authorization to work in Canada will be considered.

The Queen's Marque South Limited is an equal opportunity employer. While we thank all applicants only those selected for an interview will be contacted.

View additional career opportunities at:

www.muirhotel.com

Send your cover letter and resume:

hr@muirhotel.com