

**We are looking for bright, engaged individuals to join our dynamic and friendly team.**

### **Supercity Aparthotels are...**

*... a family-owned brand of boutique aparthotels with properties in London, Manchester and soon to be Brighton. We offer all the advantages of an apartment with many of the benefits of a hotel, all with our signature touch of style, charm and sophistication.*

*Since 2009 we have led the way in superior and stylish serviced apartment hotels; we're all about providing a luxurious, private and relaxed environment with a "professionally informal" service – mainly for business travellers and extended stay guests.*

*We're a growing business looking for hospitality superstars to join the Supercity family – we're looking for fun, passionate and ambitious people with an interest or previous knowledge of the industry. We love what we do; we're passionate about it, so joining Supercity Aparthotels means becoming part of a collaborative way of working where everyone's thoughts and ideas are encouraged and celebrated.*

### **What's in it for you?**

- Be a part of a family-run business with the opportunity to influence how we do things
- Join a growing business with plenty of opportunities to develop yourself (and others)
- Benefits including employee and friends and family rates
- Team building and away days
- A strong team structure; creating a supportive and friendly work environment
- Learn from the best through a structured induction and in depth training

### **We're looking for ...**

... a Revenue Coordinator to join our team in the Head Office near Farringdon, Central London. Working across all UK Aparthotels, we need someone who is obsessively analytical, has an affinity with numbers and can deliver a mean spreadsheet.

Reporting to the Sales Director, we're looking for someone to assist in implementing, executing and reporting on the overall sales and revenue strategy for the group. Working closely with our reception and reservation teams, the role maximises revenue at all opportunities by proactively evaluating current and developing market trends, continually developing the right market mix and setting appropriate pricing and yield strategies in line with our revenue management best practices.

### **Key responsibilities**

- Creating and maintaining reports for senior management.
- Assisting with the creation of the annual budgets.
- Distributing daily, weekly and monthly forecasts and revenue reports to relevant teams.
- Maintenance of PMS and key operating systems including third party extranets.
- Conducting daily market reviews to ensure our properties are competitive and achieving MPI, ARI and RevPAR targets.
- Review daily and weekly pick up and suggest appropriate changes to the business strategy.
- Complete daily revenue check lists.

- Implement restrictions and pricing amendments on all channels in line with Sales Directors' instruction.
- Maintain key event calendar and suggest and implement amendments to current ways of working to maximise efficiency of the revenue team.
- Development of new reporting techniques or systems to assist senior leadership team in assessing key decisions.
- Management of OTA Relationships for all properties.
- Supports others with revenue training and coaching as required.

## **Requirements**

- GCSE English Language and Maths or equivalent.
- Minimum A Level education or equivalent experience.
- Experience in Revenue Management with previous experience working in a four or five star hotel/serviced apartment within a similar role with previous experience of the London, Manchester and/or Brighton market a benefit.
- Knowledge of revenue management principles and strategies including distribution, channel management, yield management, extended stay concepts, pricing strategy, market trends, demand factors and forecasting.
- Experience and/or understanding of multi-property revenue management.
- Advanced Microsoft Excel knowledge.
- Knowledge of Opera PMS both front of house and configuration level.
- Knowledge of channel management software, Siteminder, GDS Systems and managing OTA Extranets.
- Enjoys working in a fast paced, rapidly changing environment with high levels of autonomy.
- Excels at creating and maintaining positive and productive working relationships across the business.
- Strong organisational skills.
- A keen eye for detail and a strong analytical approach.

## **Package**

- Salary: £24,000 - £28,000 p.a. DOE
- Hours: Monday – Friday, 9am – 5pm
- Holiday entitlement: 20 days p.a. + bank holidays
- Pension and healthcare
- Bonus Potential: 10% of Salary based on KPI's and financial performance

*This job description is intended to illustrate the key responsibilities of the job of Revenue Coordinator. It is not intended to be exhaustive and you are advised that the responsibilities may change from time to time.*