



Spier attracts good people who love what they do, who want to make a contribution and be part of a team that shines. Our business is warm, full-hearted, open and supportive – thanks to our people. If integrity, pride and good wine matter to you, you might just have found your place in the sun - on our farm.

TEAM OPENING: Sales and Marketing Co-Ordinator

To provide comprehensive administrative and operational support to the Hotel Sales & Marketing Team, ensuring the smooth coordination of trade and media site inspections, educational stays, trade activities, reporting, and day-to-day departmental administration. This role requires a highly organized, detail-oriented, and proactive individual with excellent communication and administrative skills, and a passion for delivering exceptional service within a dynamic hospitality environment.

Key responsibilities

Site Inspections:

- Coordinate and set up site inspections for trade partners, clients, and media.
- Ensure all departments are informed and aligned ahead of inspections.
- Arrange for relevant team members to assist during site visits.
- Prepare welcome amenities and ensure presentation standards are met.
- Prepare itineraries where needed.
- Conduct site inspections when required.
- Capture and update all relevant information and follow-up notes in HubSpot after inspections.

Educational Stays: Trade and Media Hosting's

- Coordinate educational stays for trade partners, media, and industry guests.
- Arrange welcome notes, gifting, and special touches.
- Liaise with operational departments to ensure smooth hosting experiences.
- Send post-stay follow-up communication.
- Capture and maintain all relevant details and feedback in HubSpot.
- Maintain adequate stock levels of gifting, welcome amenities, and sales collateral items, ensuring items are ordered and replenished when needed.

Sales Administration & Reporting:

- Consolidate monthly reports from the team into one final report (trade as well as direct sales reports).
- Ensure all sales activities, account updates and trade information are accurately captured in HubSpot.
- Assist with maintaining accurate databases and client records for media, trade, and direct guests.
- Assist with sending STO contracts and related documentation.

- Responsible for managing house accounts, credit statements, and BC transactions.
- Ensure all trade-related portals and platforms are updated with the latest information, collateral, rates, and imagery, including Wetu, Dropbox, Safari Portal, and TravelHub.
- Assist with updating rate sheets, presentations, and sales collateral as needed, ensuring all information is accurate, current, and aligned with brand standards.

Sales Team Support:

- Assist with scheduling and booking sales calls and appointments.
- Coordinate travel arrangements, flights, and hotel accommodation for the sales team.
- Assist with managing sales team inboxes and client communication while team members are traveling, ensuring timely responses and follow ups.
- Assist with ordering wines and hospitality requirements for trade engagements.
- Support the coordination and logistics of trade events, workshops, and exhibitions.
- Maintain an organized and well-functioning sales office environment, including managing stationary, office supplies, and consumables stock levels.

Knowledge, skills and qualities

- Previous experience in hospitality, sales coordination, administration, or finance support preferred
- Strong organizational and administrative skills.
- Excellent verbal and written communication skills.
- High attention to detail and ability to multitask.
- Professional and guest centric approach.
- Ability to work independently and within a team.
- Proficient in Microsoft Office and CRM systems (HubSpot experience advantageous).
- Experience managing accounts, statements, or financial administration advantageous
- Experience working with trade platforms and content management systems advantageous.
- Valid driver's license and own reliable vehicle.
- A committed team member, willing to cooperate with others.
- A vibrant and responsible approach with a cheerful and service-oriented outlook.

Candidates must have valid South African identification and a clear criminal record.

At Spier our focus is on being regenerative in every way. When it comes to people, this means being able to reinvigorate and refresh your energy in a way that's infectious and rubs off on people around you.