



LAGOON BEACH
hotel | conference | spa

We're hiring!

Job Title:	SALES CO-ORDINATOR (F&B MARKETING AND SOCIAL MEDIA)
Location:	Milnerton, Cape Town
Employment Type:	Full-Time
Closing Date:	15 October 2025
Availability:	01 November 2025
Gross Salary Range:	R10k to R12k commensurate to experience and qualification
Benefits:	Pension and 50% medical aid contribution for main member
Applications:	CV e-mailed to gm@lagoonbeachhotel.co.za

REQUIRED QUALIFICATIONS:

- Sales or marketing related qualification
- Previous experience in sales and marketing department in a hospitality related industry or business
- Grade 12

REQUIRED EXPERIENCE:

- Hosting of walk-in site inspections
- Drafting and implementation of the Hotel's Food and Beverage Marketing Plan
- Drafting and implementation of Food and Beverage promotions with F&B Manager and Chef
- Drafting and execution of the Hotel's Social Media content plan
- Drafting and implementation of strategic paid social media campaigns
- Administration of all food and beverage related booking engines, independent restaurant marketing listings and content.
- Co-Ordination and Hosting of Food & Beverage related site inspections
- Co-ordinating activities for the Hotel Sales TEAM
- Providing assistance and administrative support to the Sales and Marketing Manager
- Assisting the General Manager with implementation of the Hotel's Corporate Social Investment program
- Drafting and distribution of hotel and restaurant vouchers
- Assisting the General Manager, Sales & Marketing manager in co-ordination of the Hotel - and Food & Beverage Department PR Plan
- Event co-ordination and support for Food and Beverage Activations
- Drafting and distribution of in-house marketing collateral for Food and Beverage
- Administrative support and maintenance of any Food and Beverage related online channels and websites
- Competence in office software including outlook, word, excel and PowerPoint
- Competence in Canva, Adobe creative suite advantageous

CONDITIONS:

- Regrettably only South African Citizens can be considered for this vacancy
- No transfer costs is covered in the recruitment package – so candidates from other provinces can apply but will ultimately be responsible for their own relocation and settlement costs
- Only e-mailed applications will be considered
- **ONLY candidates with the exact and appropriate qualifications and experience will be considered and replied to.**
- We will try our best to reply to all valid applications, but if you have not heard from us 72 hours after submitting your application – please accept that your application did not succeed

T's & C's Apply
Valid for South African Citizens only
Only email applications will be considered

Contact us:
Applications: personnel@lagoonbeachhotel.co.za
General queries: info@lagoonbeachhotel.co.za
Call: +27 (0)21 528 2000