MÖVENPICK
HOTELS & RESORTS

Conferences & Events Executive

The Mövenpick Hotel Amsterdam City Centre is looking for a proactive, passionate and organized Conferences & Events Executive.

In this role your focus is to maximize revenue in the group segment by sending out competitive offers regarding corporate conference and meeting requests to be able to convert the request in a definite booking and eventually make a full and detailed planning of the event.

Are you the new colleague who would like to contribute to make our hotel successful? A motivated seller? And you would like to represent a fantastic product? Do good results give you a boost and would you like to be appreciated? You work independently and yet a real team player? Then this is the right job for you. A job with plenty of growth opportunities and challenges.

The main duties and responsibilities of this position includes;

- Maximizing the turnover on the basis of yield management, upselling, pricing strategies and creative thinking with promotions
- Achieve revenue goals with your colleagues
- Discuss needs / requirements and prepare cost estimates and competitive quotes for groups, contracting, making final arrangements
- Welcoming accounts and arrange site inspections
- Registration of all current offers and follow-up of outstanding proposals
- Responsible for the full organization of a definite event in our hotel
- The spill between the organization and the clients
- Registering all information in our computer system and make function sheets for the operational departments

Profile

- “HBO” work level, preferably Bachelor degree Hotel management
- 2-3 years’ work experience in a similar position and preferable similar company
- Affection with the Hotel industry
- Commercial attitude
- No “9 to 5”mentality
- Guest, Market and Result oriented
- strong communication skills
- Excellent knowledge of the Dutch and English language in both conversation and writing

Offer:

- Pension fund
- Excellent international career development and training possibilities.
- Travel allowance
- Night- and Sunday allowance
- Staff uniforms and laundry service
- Staff meals
- Discounts on Rooms and Food & Beverage within Mövenpick Hotels & Resorts
- Tax advantages on bikes and laptops
- Employee Recognition Program
- Various staff events

Please note that if you are not a citizen from a European Union state and you do not have a work permit for the Netherlands you cannot apply for this position.
Are you interested in this position? Please apply via www.mpamsterdamjobs.com

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