

Events Coordinator

Basis: Full-Time

Job Ref: SM 01

Job Description

The Phoenicia is looking for an energetic individual to assist the Sales & Marketing Team in the selling, planning and execution of events within the hotel's venues.

Duties and Responsibilities

- Handle event enquiries in a timely manner
- Liaise with various departments to deliver on all client requests
- Keep all event information updated in the hotel management system and filing system
- Identify all opportunities to upsell and maximise revenues
- Ensure correct billing for all events
- Build and maintain strong client relationships

Requirements

- Previous experience in event co-ordination
- Proficiency in Microsoft Office Applications
- Excellent command of the English language and one other language
- Ability to work to strict deadlines in an organised fashion and on own initiative
- Knowledge of Opera Sales & Catering will be considered an asset

How to apply

Send your cover letter and CV to careers@phoeniciamalta.com