

# GroupsampReservation Coordinator - Pestana Amsterdam



Locatie **Noord-Holland, Amsterdam**  
<https://www.advertentieX.nl/x-1153259-z>

Pestana?

Pestana Group is the largest Portuguese tourism and leisure group. Its hotel chain Pestana Hotels and Resorts has 100+ hotels with over 11,000 rooms. Since 2003 Pestana Group manages the Pousadas de Portugal.

Rising above the hippest part of town, De Pijp, Pestana Amsterdam Riverside is a luxury 5-star hotel in the heart of Amsterdam. Located in the former Town Hall and Archive of the Amstel Community, it is a true National Monument.

With 154 rooms & suites, a Spa, including an indoor swimming pool and sauna, a gym, 10 meeting rooms, and restaurant. run by the famous Chef Peter Lute, this hotel is your new luxury home in Amsterdam.

Job Description  
 Groups & Reservations Coordinator  
 Amsterdam, The Netherlands

Rising above the hippest part of town, De Pijp, Pestana Amsterdam Riverside is a 5-star hotel in the heart of Amsterdam. Located in the former Town Hall and Archive of the Amstel Community, it is a true

National Monument. For Pestana Amsterdam Riverside which is part of the Pestana Group, the largest Portuguese hotel chain, we are currently looking for a Groups & Reservations Coordinator.

With 154 rooms & suites, a Spa, including an indoor swimming pool and sauna, a gym, 10 meeting rooms, and restaurant. run by the famous Chef Peter Lute, this hotel is your new luxury home in Amsterdam. To know more about us please access our website: <https://www.pestanacollection.com/nl/hotel/pestana-amsterdam-riverside>

**JOB DESCRIPTION – Groups & Reservations Coordinator**  
 Main tasks

 <p>GroupsampReservation Coordinator - Pestana Amsterdam</p> <p><a href="https://www.advertentieX.nl/x-1153259-z">https://www.advertentieX.nl/x-1153259-z</a></p>	 <p>GroupsampReservation Coordinator - Pestana Amsterdam</p> <p><a href="https://www.advertentieX.nl/x-1153259-z">https://www.advertentieX.nl/x-1153259-z</a></p>	 <p>GroupsampReservation Coordinator - Pestana Amsterdam</p> <p><a href="https://www.advertentieX.nl/x-1153259-z">https://www.advertentieX.nl/x-1153259-z</a></p>	 <p>GroupsampReservation Coordinator - Pestana Amsterdam</p> <p><a href="https://www.advertentieX.nl/x-1153259-z">https://www.advertentieX.nl/x-1153259-z</a></p>	 <p>GroupsampReservation Coordinator - Pestana Amsterdam</p> <p><a href="https://www.advertentieX.nl/x-1153259-z">https://www.advertentieX.nl/x-1153259-z</a></p>	 <p>GroupsampReservation Coordinator - Pestana Amsterdam</p> <p><a href="https://www.advertentieX.nl/x-1153259-z">https://www.advertentieX.nl/x-1153259-z</a></p>	 <p>GroupsampReservation Coordinator - Pestana Amsterdam</p> <p><a href="https://www.advertentieX.nl/x-1153259-z">https://www.advertentieX.nl/x-1153259-z</a></p>	 <p>GroupsampReservation Coordinator - Pestana Amsterdam</p> <p><a href="https://www.advertentieX.nl/x-1153259-z">https://www.advertentieX.nl/x-1153259-z</a></p>	 <p>GroupsampReservation Coordinator - Pestana Amsterdam</p> <p><a href="https://www.advertentieX.nl/x-1153259-z">https://www.advertentieX.nl/x-1153259-z</a></p>	 <p>GroupsampReservation Coordinator - Pestana Amsterdam</p> <p><a href="https://www.advertentieX.nl/x-1153259-z">https://www.advertentieX.nl/x-1153259-z</a></p>
---	--	--	--	---	--	--	--	--	--

---

Managing local reservations – Email and phone.  
Transforms an individual reservation inquiry into a sale at the earliest opportunity occurs.  
Managing and responding to MICE Enquiries.  
Drafting and managing MICE contracts.  
Assisting clients with the making of F&B choices, decoration, technical equipment and completion of the event. (Upselling)  
Event planning - In-putting of rooming lists, Group resume and BEO'S.  
Responsible for clear communication to relevant departments where all relevant information about an event is passed on, orally and through event sheets.  
Being the point of contact for the client before, during and after the event.  
Manage administrative tasks requested by the Director of Sales.  
Build strong relationships with customers, Guests and Team Members to gain full understanding of their needs and work to serve them effectively.  
Arrange and carry out Hotel site inspections.  
Participate in hotel promotional activities, events and FAM trips.

What do we offer?

Hi new colleague!

Nice to meet you. My name is Isabel, Regional Director of HR for the Pestana Amsterdam Riverside. A beautiful hotel where we are looking for passionate colleagues. Because we have a small team, there is a lot of freedom – this comes with responsibility. We offer competitive salary; Staff and family rates in all Pestana Hotels worldwide!! Guest Experience stay-over in our hotel after probation month! Working for the largest Portuguese Hotel Group!

Competitive salary in line with the collective labor agreement for hospitality  
Staff & Family rate to stay in Pestana Hotels & Resorts worldwide  
International development opportunities  
Pestana Guest Experience (know where you work)  
Congratulations, you have reached the end of this vacancy!

Does this mean that you are still enthusiastic? And do you see yourself in our team? Then I invite you to be creative and share your motivation to [hr.amsterdam@pestana.com](mailto:hr.amsterdam@pestana.com).

Job Requirements

---

Proactivity, autonomy and creativity  
Positive attitude and mindset.  
Flexibility and a 'can do' mentality.  
Has completed a MBO or HBO education in the field of hospitality.  
Has the ability to balance multiple priorities and meet deadlines.  
Has operational hotel experience or experience in the field of reservations  
Must be fluent in Dutch and English.  
Lives within or close to