

# Groups amp Events Coordinator - Conservatorium



Locatie **Noord-Holland, Amsterdam**  
<https://www.advertentiax.nl/x-1239615-z>

At Home in the Heart of Amsterdam  
 Standing on the famous site of Amsterdam's former Sweelinck Conservatory of Music, the Conservatorium Hotel in Amsterdam opened at the end of 2011. This magnificent Neo-Gothic building was originally built at the end of the 19th Century and in its new incarnation, it has been transformed into a contemporary luxury five-star hotel. Located in the heart of Amsterdam's museum district (Museumplein) on Van Baerlestraat, the Conservatorium Hotel in Amsterdam is close to The Rijksmuseum, the Van Gogh Museum and the Royal Concertgebouw. Also, the luxury shopping avenues, P.C Hooftstraat and Van Baerlestraat, sit right on the hotel's doorstep as well as the charming Vondelpark and the lanes of the Jordaan neighbourhood. The historical centre of Amsterdam is within walking distance. Designed by Piero Lissoni (leading Italian architect and interior designer), the Conservatorium Hotel is a true design hotel and combines historical architecture with modern design. The hotel features 129 bedrooms and suites, an array of restaurants and a bar, as well as a selection of cutting-edge events and banqueting spaces. Conservatorium Hotel is also home to the Akasha Holistic Wellbeing Centre – an urban retreat that is the perfect place to unwind, relax and enjoy. Spanning over 1000sqm, Akasha is the finest holistic spa in Amsterdam offering a range of signature treatments, massages, marrying innovative Western practices with ancient Eastern traditions and featuring 18 m x 5 m indoor swimming pool, a whirlpool, Hammam, sauna, Watsu pool and relaxation areas. Conservatorium Hotel's contemporary design coupled with the hotel's incredible location gives guests a unique experience – as soon as they step into the hotel, they are immersed into the city's rich cultural and design legacy. Conservatorium Hotel is the first member of The Set, a collection created to redefine the concept of the luxury hotel for sophisticated,

design literate travellers in the 21st Century. Working to an uncompromising brief that called for hotels that are not only design-led but that will also define the hotel's location, the hotel works with leading architects and designers to reveal the DNA of the building and create spaces that are a harmony in contrast whilst simply re-evocating the style and atmosphere of the past. Each hotel is a landmark in its own right. The Set is a collection of the history and culture of its location as well as the contemporary needs and desires of its guests.

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**Job Description**  
 You are a natural in organising events, from enquiry stage to after sales. As a highly enthusiastic and

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creative team player, you will feel at home in this environment. You are able to combine the requirements of the client with the possibilities within the hotel. You are flexible in work hours and potentially willing to work evenings and weekends.

What are you going to do?

As Groups & Events Coordinator in the Conservatorium hotel you are able to work with deadlines and continuously changing situations. You have sales skills and are comfortable with various sales techniques. You are able to advise clients with regards to the events they're organising.

You are responsible for sales pitches to clients with regards to specific enquiries, and booking and coordinating group/ event reservations;

You prepare proposals for groups/ events and you're responsible for managing and the follow-up of existing enquiries;

You ensure groups/ events are confirmed at the hotel;

Prior to and during the arrival, you are the contact for the guests;

Together with the Groups & Events team you achieve/ exceed the given revenue target;

You make sure that all information with regards to the group/ event, as agreed with the client, will be communicated and actioned by the operational departments within the hotel;

You facilitate site visits for potential clients in the hotel;

You keep your administration organised and up to date.

What will your 5 star luxury working environment look like?

The Conservatorium Hotel is a 5 star luxury hotel in Amsterdam and has been selected as one of the best 25 Luxury hotels of Europe over the past 5 years. We are part of 'The Set Collection', which currently consists of 4 properties (Amsterdam, Paris, London, and Jerusalem) all operating on the highest level of hospitality.

Job Requirements

Who are you?

Our new colleague loves coordinating events, is aware of our client's needs and has a positive approach with unique charms and their own sales style. He or she excels in translating the client's wishes to possibilities at our hotel, is well organised, versatile, and is able to multi-task. He or she can stay calm under hectic circumstances and is a team player with a great sense of responsibility.

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Furthermore you have:

You have a minimum 'HBO' working level and completed education 'Hotel School';  
Excellent knowledge of English and Dutch language, both verbal and written;  
Experience within the hotel industry or in organising events is a preference;  
Experience as a Groups and Events Coordinator within hotels is a preference;  
Experience with Opera and/or Delphi is a preference.

What can you expect?

A salary starting at €2169,- (full time) and appropriate employment conditions, travel allowance based on your commute and a uniform that is cared for at work;  
An inspiring work environment (it really is!) where you have the opportunity to follow courses and trainings in house to further develop your skills;  
Discounts in our hotels, restaurants and spa;  
Experience our 'joie de vivre' during various colleague events and celebrations.

Do we have your interest?

Does this sound like an interesting career step for you? Then please contact the Human Resource department via +31 (0)20-570 0000 or send your CV and motivation letter to: [recruitment@conservatoriumhotel.nl](mailto:recruitment@conservatoriumhotel.nl).