

Sales Meeting amp Events trainee - Pestana Amsterdam



Locatie **Noord-Holland, Amsterdam**
<https://www.advertentieX.nl/x-1268385-z>

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. Pestana Amsterdam Riverside is part of the Pestana Group which is the largest Portuguese hotel chain. Pestana Hotels and Resorts has 100 hotels with over 10,700 rooms.

With 154 rooms & suites, a Spa, including an indoor swimming pool and sauna, a gym, 10 meeting rooms and our beautiful restaurant & bar 'Archive by Pestana'. 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
Sales Meeting & Events trainee

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OPTION - Sales & Reservations
 Main tasks:

To support the Reservations, Groups & Events and Sales Department, reporting to the Sales Manager.

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To assist the reservations department with:

Responding to requests via our reservation's inbox
Responding to incoming reservations calls
Inputting reservations into the OPERA PMS system, ensuring all details are accurate and complete

To assist the groups & events department with:

Inputting Group & Event blocks in the Opera Sales & Catering
Co-ordinating events, generating Banqueting event orders

To assist the sales department with:

Organizing site inspection and participating where possible
Organizing sales blitzes and participating where possible
Assisting the Sales Manager with neighborhood walks and competitor checks
Assist with managing the MICE and Corporate database.

We offer:

A dynamic but relaxed, international work environment
Friendly, passionate & fun colleagues
Special discount rates for over 100 Pestana properties worldwide
International growth opportunities, as priority is given to applications within the Pestana Hotel Group worldwide
Access to the hotel gym
Meals provided in the staff canteen
Learning and development opportunities through our online courses.
1-night Guest Experience in our hotel including breakfast

Hi new colleague?

Nice to meet you. My name is Barbara, HR Assistant 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. The bar is high - and you should like that.

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.

Job Requirements

Job requirements:

Follow an HBO education

Starting per 01-12-2021

Fluent in English and Dutch desirable.

Looking for an internship for at least 5 months.

You can balance multiple priorities and meet deadlines.

You have enthusiastic and positive thinking.

You are flexible and adaptable to change.

Someone who often thinks: "How can we do it better?" [Websitebanners.recruitmenttechnologies.com/adnetwork/servlet/advertbeans.trackingervlet?seid=89634963&t=101&cid=hopr-nl&vid](https://www.pestana.com/adnetwork/servlet/advertbeans.trackingervlet?seid=89634963&t=101&cid=hopr-nl&vid)