

Sales Coordinator - PPHE Hotel Group (0 EUR)



Locatie

Noord-Holland, Amsterdam

<https://www.advertentieX.nl/x-831430-z>



PPHE Hotel Group is a Guernsey registered company and through its subsidiaries, jointly controlled entities and associates, owns, leases, operates, franchises and develops full-service upscale, upper upscale and lifestyle hotels in major gateway cities, regional centres and select resort destinations, predominantly in Europe.

The majority of the Group's hotels operate under the Park Plaza® Hotels & Resorts or art'otel® brands. The Group has an exclusive licence from Radisson Hotel Group of the world's largest hotel groups, to develop and operate Park Plaza® Hotels & Resorts in Europe, the Middle East and Africa.

The art'otel® brand is wholly owned by the Group.

The Group has a controlling ownership interest (51.97% of the share capital) in Arena Hospitality Group, one of Croatia's best-known hospitality groups.

The Group's portfolio of owned, leased, managed and franchised hotels comprises 39 hotels offering a total of nearly 9,000 rooms. The Group's development pipeline includes two new hotels which are expected to add an additional 500 rooms by the end of 2022.

Company websites:

www.pphe.com

www.arenahospitalitygroup.com



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Job Description

At PPHE Hotel Group, Regional Office Benelux we are looking to recruit a Sales Coordinator to take responsibility for supporting the Regional Director of Sales and the Regional Sales Team in the Netherlands focussing on Sales for the six hotels in the Dutch region. Within this role you will gain all the

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basic knowledge needed to become a successful Sales Manager in the future. A fantastic opportunity to start your career within sales! Main tasks and responsibilities: As Sales Coordinator, your main tasks and responsibilities include: Responsible for daily office management regional sales office Provide daily support to Regional Director of Sales for: Administer purchase requests and cst budgets Sales activity plans Sales team rsters, vacation planning Meeting minutes Assist in providing management information and reports: Weekly activity repts matrix Weekly detailed activity rept Mnthly generic hotel sales report Assist in handling telephone, correspondence and preparing contracts for the sales team as defined in the PPHE Sales SOPs Coordinate the annual RFP process Organizer and administrator of the sales department Provide support in organizing workshops, sales trips, trade fairs, site inspections, room reservations, familiarization trips, client events, presentations Responsible for keeping stock keeping of collateral and gifts Responsible for keeping the Opera S&C system up to date

Job Requirements

What we are looking for: MBO + education Solid understanding of the English language both in speaking and writing Basic knowledge of the Dutch language is desired Detailed understanding of how to use analysis to understand key business indicators Highly organized and systematic Eye for detail Pro-active person Hands on mentality Basic knowledge of excel and PowerPoint We Offer: Our people mean the world to us, and we only recruit the best. For the talents in our business, we offer great benefits and opportunities to develop with us. Find out more about our benefits and development programmes in our business on our company page (jobs.pphe.com). Inspired to help us meet our growth targets? Are you interested? we'd like to hear from you. Are you committed to inspiring our guests through individuality and?