

## Marketing Coordinator - Europe Hotels Private Collection



Locatie

Noord-Holland, Amsterdam

<https://www.advertentiax.nl/x-973522-z>



Europe Hotels Private Collection (EHPC) is an independent hotel company based in Amsterdam and founded by entrepreneur Liran Wizman. EHPC has been transforming the boutique hospitality scene across Europe by creating locally inspired concepts and brands in dynamic locations, bringing an artful touch and fresh energy to the neighborhoods in which they operate. EHPC manages a portfolio of individually designed hotels including the contemporary design-led lifestyle brand Sir hotels with hotels in Amsterdam, Berlin, Hamburg and Ibiza, the Park Centraal in Amsterdam, Park Hotel in The Hague, as well as Max Brown Hotels in Amsterdam, Berlin and Düsseldorf. Additionally, the EHPC collection includes a concept store, X BANK and handles asset management for W Amsterdam by Marriott International.

EHPC has a strategic collaboration with The Entourage Group, a hospitality company that designs and implements internationally renowned concepts such as MOMO, IZAKAYA, THE BUTCHER, THE DUCHESS, MAD FOX CLUB, MR PORTER and SHIRKHAN.

### Job Description

Is Social Media & creating dynamic powerpoints more than just a hobby for you and are you getting excited when putting all of your creative ideas into visuals? Then you might be the marketing king or queen we are looking for! We are a young and dynamic team and, due to the rapid growth of our company, we are looking for an enthusiastic multi-tasker and strongly communicative full-timer to join our

team in the heart of Amsterdam

Our team will tell you all about this position, but first let's tell you what we do; we are a multi-brand employer with various brands, such as Sir Hotels, Park Centraal, Max Brown, high-end restaurants and clothing store. We also offer health and wellness discounts on fitness classes and gym memberships of your choice.

### Your role

As our Marketing Coordinator, you are responsible for coordinating a wide range of marketing tasks for our EHPC brands including Sir Hotels, Max Brown Hotels and Park Centraal Hotels. In addition, our Amsterdam concept store X BANK and miscellaneous projects such as Zenology and + Magazine will

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be part of your duties. You support in managing the entire process of marketing activities on all communication channels, keeping track of related administrations and planning and executing meeting and events. In short, your responsibilities consist of the following five parts: PR & Communications, Collateral Management and Administration, Social Media/Promotion/Web Maintenance/CRM, Project Management and Event Management. What specific tasks will you be working on?

#### PR & Communications

Manage and follow-up on all media and PR requests, including photo shoots and media visits  
Support in managing digital media presence and content: company website, third party sites  
Connecting different department communication such as Sales, Revenue or HR  
Keep the media and influencer database up-to-date  
Generate comprehensive marketing recaps  
Support in all Social Media activities  
Collateral Management and Administration

Generate comprehensive recaps for key initiatives and monthly KPI reports  
Support in all hotel communication (flyers, signage, menus, etc.) – work in parallel with the in-house graphic designers, respective department and the corporate office  
Keep all assets well organized on the drive including images, press release and recaps  
Support in internal planning of meetings, events and communication  
Support the marketing team in select administrative tasks, such as booking travel related to work, product distribution and assist VP Marketing and Brand Managers  
Support in keeping track of the marketing budgets  
Social Media / Promotion / Web Maintenance / CRM

Manage digital media presence and content: company website and third party sites  
Support in creating all promotional packages/campaigns including requesting creative, drafting the communication plan and sending a marketing recap  
Support in all CRM related tasks  
Project Management

Manage the communication, distribution and reporting of all incoming Marketing Requests  
Manage the weekly marketing status meeting  
Event Management

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Support in planning and executing of events  
Support in operational event communication and execution  
Be the connector of the different departments such as Marketing, Sales and HR  
Be the direct contact for the Hotel Managers

#### Job Requirements

##### Our ideal candidate

Our ideal candidate has a proven ability to work multi-functional and can work independently

With your well-organized skills and your big passion for marketing and hospitality, you bring our marketing department to another level. You are:

Having a Bachelor degree within, or related to, Marketing/Media/Communications and Hotel Management;

1-2 years experienced in a similar position, preferably in an international environment;

In excellent command of the English language, spoken and written;

Having strong and effective communication skills;

A real self-starter who enjoys working pro-actively and has a keen eye for details;

Having solid organizational skills and the ability to work under pressure;

Being passionate about hospitality and online media;

Proficient in Powerpoint and Excel

Who we are?

We are Europe Hotels Private Collection, a handpicked portfolio of hotels and special projects aimed at bringing an artful touch and fresh energy to some of Europe's most vibrant neighborhoods. We design experiences and spaces that not only meet the needs of the modern traveler, but also nurture and inspire the communities in which we operate. Our hotel brands include Sir Hotels, Max Brown hotels and Park Centraal Hotels located across The Netherlands, Germany, Spain and Austria. Our Amsterdam concept store is X.