



EVENTS & CATERING SALES COORDINATOR M/F

DESCRIPTION

At **Crowne Plaza Hotels and Resorts**, we embrace the new world of business and understand that Modern business travelers want a hotel (and a hotel team) that understands and supports them, helping at every turn.

And, if you'd like to embrace a wider world of experiences and opportunities, we'd like to welcome you to the world's most international luxury hotel brand. The avant-garde **InterContinental Geneva** embodies the refreshing, elevated perspective on luxury art de vivre in the world's City of Peace.

Join us as a **Events & Catering Sales Coordinator M/F** for both brands in Geneva.

For this key position, reporting to the Director of Conference & Events Sales, your main responsibilities will be:

- Plan, up-sell and coordinate function details with clients to include but not limited to space requirements, meeting times, equipment, menus, billing, etc.
- Prepare and execute sales/catering contracts, event orders, group resumes to ensure quality product delivery and customer satisfactions.
- Assist with creating BEO for any events.
- Ensure the right coordination of the events within the hotel and actively participate to optimize the revenue.
- Be the point of contact for the operational departments to make sure every details of the client request have been taken into consideration
- Make pre-convention and post-convention meetings with the clients
- Be available during the event and manage any client complaint.
- Make post event calls to ascertain the satisfaction of our clients and facilitate a new booking with us.
- Generate and process requests for records and reports.

QUALIFICATIONS

With a degree in higher education in Hospitality, you have 10 years of experience in a banqueting department in a conference hotel of the same category and capacity or in catering with high volume. Ideally, you have completed your experience with a Sales position in a hotel environment. Having previously worked with Dephi and Opera is desirable.

You are fluent in English and French. A third foreign language is a strong asset.

Highly responsible and reliable, you are an efficient team player and are acknowledged for your excellent relationship with your team and your clients. Results oriented and well-organized, you are used to work in a fast-paced environment and you have demonstrated Sales skills.

This position is to be filled **as soon as possible** and opened for Swiss citizens and EU passport holders.

If you are interested in this opportunity, please send us your resume and your cover letter at **career.gvaha@ihg.com**.

We'll reward all your hard work with a great salary and benefits – including great room discount and superb training.

Join us and you'll become part of the global IHG family – and like all families, all our individual team members share some winning characteristics. As a team, we work better together – we trust and support each other, we do the right thing and we welcome different perspectives. You need to show us you care: that you notice the little things that make a difference to guests as well as always looking for ways to improve - **visit [www.http://careers.ihg.com](http://careers.ihg.com)** to find out more about us.