

Central Sales Internship | National Sales Office Amsterdam

Why not start your career at a company that challenges and motivates you? An internship at our Regional Head Office, is a chance to learn, take ownership, and train your skills to get yourself ready to work in the most beautiful and international industry in the world!

Tasks & responsibilities:

- Supporting the sales department with the day-to-day tasks
- Performing research on potential target markets
- Support in RFP processing and dispatching
- Assisting in organizing educational tours (fam. trips) + client events
- Organizing and executing mailings - when necessary
- Preparing / sending / following up contracts for small & medium accounts.
- Participation in commercial team meetings.
- Support in new Hotel Opening tasks and analyses
- Actively participating in commercial activities e.g. Call projects, educational tours, client events (depending on the level & capacity of the trainee)

Administrative support:

- Working knowledge of Microsoft Office (Excel, Word, PowerPoint)
- Support in reporting & data analysis
- Preparing reports for analysis, for sales meetings & sales appointments.
- Adjusting and implementing data in the CRM database
- Keeping track / editing the Customer Relation Management system

Required profile - Main competences & skills

- Able to work very punctual
- Assure a constant, high level of service towards clients and colleagues
- Be aware of the SOP's (Standard Operating Procedure) and work accordingly
- Fulfilling other, related to the position, tasks and performing requests of the management
- Participating to "On the Job" trainings and other work related trainings
- Good organizing skills, reaching deadlines
- Fluent in English and/or Dutch
- Attention for quality, service minded, flexible, Team worker, High feeling of responsibility,
- Creativity/solution minded and good communication skills

In addition to the gross placement fee of €500,- per month NH Hotel Group offers the following benefits to trainees :

- Special employee rate: for accommodation in NH hotels worldwide!
- NH University: excellent training and (international) development opportunities
- Invite family and friends at NH hotels with a discount
- Possibility to enlarge your network in hospitality
- Great growth opportunities and great reference!