

Internship assistant trainee of the global director of leisure sales - Maastricht

Why not start your career at a company that challenges and motivates you? An internship at our hotels or 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! We are ready for you, are you?

The national sales office (NSO) is part of the commercial organization. The Sales department is engaged in finding and maintaining relationships with companies and organizations with the aim to increase sales within the NH hotels. The commercial organization consists of Sales, Marketing & E-Commerce, Revenue Management and Group Sales Office.

Tasks & responsibilities:

Every year, the existing contracts will be discussed with our accountants. The account handlers are responsible for their own customers.

The outflowing data will be processed in various systems. The tasks are:

- Active participation in commercial activities of the leisure sales team, participation in conference calls, following leisure leads, developing leisure sales projects.
- Preparing / sending / following leisure contracts of small & medium leisure accounts.
- Entering rates / allotments / specials in an excel document for subsequent loading rates in the system.
- Keeping a general overview of contracted contracts / allotments of the leisure team / Hotels business unit.
- Prepare reports for analysis, trainings and sales meetings.
- Participation in commercial leisure meetings.

Assists the Global Director of Leisure Sales.

- Supports the leisure sales team.
- Provides a complete and correct implementation of tenders/entering rates and other information.
- Knows the Standard Operating Procedures (SOPs) and works according to these guidelines at all times.
- Ensures a consistently high level of service and communication with colleagues and customers.

Required profile - Main competences & skills

- Very Discreet & Accurate
- Organizing own work
- Fluency in English • Focus on Quality
- Numerical set, experience working with various computer systems
- Service and commercially oriented
- Flexible
- Collaborative
- Knowledge of Microsoft Office

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!