

For our Benelux team at our regional office in Amersfoort we are recruiting a

PROJECT COORDINATOR BENELUX

We are currently recruiting for a passionate and enthusiastic colleague! Do you want to work in a dynamic work environment? As a Project coordinator you will lead projects related to the daily operations of our hotels and fully support the operation manager in the daily management of the hotels. Beside this you will coordinate office related queries at our head office in Amersfoort.

In this job you will travel daily with the operations team to the hotels to implement projects and to support the operations team in the management of the hotels, of course you will be at the office as well from time to time, but flexibility is a key word.

We are giving you the opportunity to work very independently and learn a lot. You will work in an informal enthusiastic company culture, you are not afraid to roll up your sleeves, take on all type of projects and help colleagues when they need your help. We finally do it together!

Key accountabilities

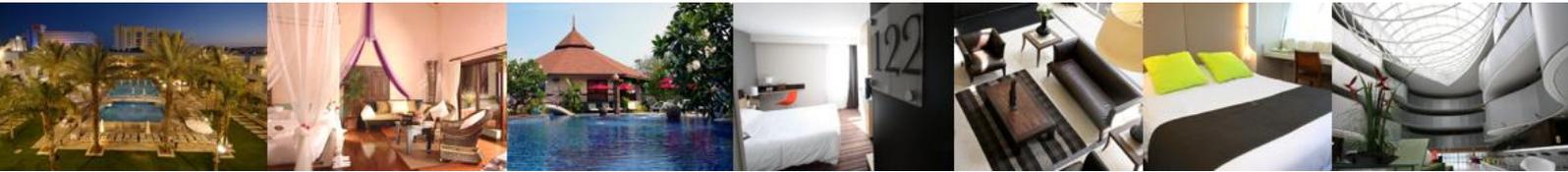
- Assist and support the Benelux region in all day-to-day activities ensuring a smooth running of all hotel processes
- Specific project support for our hotels as required conforms the business.
- Coordinate project groups such as F&B, maintenance
- Coordinate projects and implement them according to the needs of the hotels
- Support in creating marketing materials conform brand standard for the local market, maintain contact with the marketing office.
- Coordinate and support preparation of meetings throughout the month (i.e. organise meeting rooms, taking minutes, prepare PowerPoint presentations and other documentation, etc.)
- Office management tasks, e.g. ordering office supplies, processes invoices, distribution of incoming mail etc.
- Contact person with third parties related to the regional office in Amersfoort

Profile candidate:

- Previous experience as project coordinator or office assistant (preferably within hospitality)
- Excellent experience using Microsoft Office, including PowerPoint and Excel.
- Communicate professionally in Dutch, English (must) and French (preference), both in writing and verbal.
- Proven ability to secure confidential and sensitive information with discretion required.
- High level of professional writing abilities and verbal communication skills
- Adaptable with a pro-active approach to work
- Flexible, hands on and an ability to work under pressure to strict deadlines with minimum supervision using initiative, judgement, diplomacy and discretion
- Well organised and able to prioritise workload, working to strict deadlines and under pressure
- Proven ability to communicate with diplomacy and tact at all times.
- Hands on mentality

Louvre Hotels

GROUP



- Driving license

Package:

- A fulltime position (40h per week)
- Annual gross salary depending on experience
- Mobile phone and laptop
- Pension
- 25 holidays (excluding public holidays)
- Contract for one year, with the possibility to extend after

Location position: regional office of the Benelux is based in Amersfoort

