



CLUSTER RESERVATIONS MANAGEMENT TRAINEE

Hilton

Hilton Netherlands

Main tasks

- You are working for the Cluster Reservation department of all Hilton Hotels in the Netherlands.
- You support our guests in various ways making room reservations for our hotels.
- You sell our rooms for the best rates and surprise our guests upon arrival by making their pre-arrival requests come true.
- You work closely together with a variety of departments.
- You will mainly interact with our guests via phone and/or email.
- Your tasks include processing and entering bookings, which are packages booked by guests via agencies.
- You will issue a report of the reservation made the day before.
- You are responsible for analysing the reservations and checking the validity of the credit card.

More information? Click [here](#).

Your reservations talent profile:

- You like interacting with others.
- You are well organized
- You pay attention to details.
- You have good selling- and negotiation skills.
- You are pro-active.
- You are eager to learn.
- You understand the importance of communication.
- You are good with languages.

Language Requirement: 

