

EVENTS & GROUPS SALES EXECUTIVE

We are currently seeking an experienced Events Sales Executive to join our busy and expanding Events team.

Scope and Purpose

As an Event Sales Executive, you would report to the Deputy Head of Events & Groups and be involved in handling all incoming enquiries for meetings, events and groups, both on the phone and via email, with a key focus on converting residential events. You will be responsible for creating quotes, negotiating rates, conducting site visits and converting business from initial enquiry through to contract signing.

You will be able to demonstrate excellent creative skills to provide innovative set-ups, menu ideas and functions for groups, in collaboration with the Kitchen, Banqueting and Sales teams.

You will be required to understand the nature of a guest's business and the potential for future bookings throughout the hotel. As an Events Sales Executive you will also need to liaise with the sales and event management teams to ensure that these are followed up to agreed deadlines.

Entry Requirements

We are looking for individuals that understand what it takes to be the best and preferably with proven success in a similar environment. If you are a team player, keen to learn with a desire to excel, and have outstanding interpersonal and communication skills please do apply.

Other skills that will need to be demonstrated include:

- Innovator in Event Sales
- Experience in an events sales role in a 5* hotel environment; some previous experience in hotel and/or event operations advantageous
- Previous experience in the use of Opera Sales & Catering systems preferred
- Fluent in written & spoken English
- Excellent attention to detail
- Strong communication skills
- Ability to work under pressure
- Pride and attention to detail in your work
- The finest personal presentation
- Distinctive, professional and warm personality

About Corinthia:

Corinthia Hotel London combines contemporary flair with traditional grandeur. Situated in the cultural heart of the capital, the hotel features 294 beautifully appointed bedrooms, including 7 penthouses and 36 suites, with 24-hour flexible check-in/check-out, elegant restaurants and bars and the largest, most breathtaking spa in London.

London's most exciting luxury 5* hotel opened its doors in spring 2011 and offers exceptional opportunities for individuals who are professional craftspeople in their chosen career and we are seeking this pivotal role within our expanding events team.

Providing individual service with precision and empathy for our guests you will be the heart and soul of this iconic 21st Century Grand Hotel. Our culture is strong, vibrant and distinctive. Our talent development opportunities are excellent and ongoing as our company and brand evolves.

Benefits include:

- 20 paid holidays per annum (plus bank/public holidays)
- Complimentary dry cleaning of business attire/uniform
- Discounted Salon, Spa, Food and Beverage and accommodation rates – in London and across our the Corinthia Hotel International portfolio
- Complimentary meals on duty
- Professional learning and development programs
- Intra & intercompany transfer opportunities (subject to service & performance)
- Contributory pension scheme provided
- Season ticket loan
- Childcare vouchers

Eligibility

In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. Documented evidence of eligibility will be required from candidates as part of the recruitment process.

To be considered for the Events Sales Executive role please click 'apply' to be directed to our website to complete the online questionnaire. This will take approximately 10 minutes and ensure your details are fully registered with Corinthia Hotel London Recruitment Team.