

## Conference & Events Sales Executive (Full-Time)

This stylish luxury hotel, Corinthia Hotel St. George's Bay, is seeking to recruit an ambitious, determined and highly motivated individual who is willing to embark on a career in hospitality.

This cluster role requires an individual with previous work experience within a similar work environment and will report directly to the Assistant Director of Sales - Events and Group Operations.

### **The candidate will be responsible for:**

- Researching and probing new companies for potential business
- Organizing all functions and events from the first contact with the guest until the follow-up call after the function
- Taking note of all guest requirements and providing recommendations considering the hotel's facilities and services
- Communicating with all hotel departments to ensure the success of each function and ultimately guest satisfaction
- Meeting and entertaining potential clients and also clients having conferences and/or events in the hotel
- Handling all mail, calls, visits, etc. to the attention of the Conference & Events department efficiently
- Preparing offers and contracts for functions and negotiating agreements
- Developing close business relationships with regular clients
- Assisting in all matters pertaining to the operation
- Attending the daily briefing meeting and other meetings as required

### **The ideal candidate will:**

- Ideally have 2 years' experience in a similar role and within a similar environment
- Have experience in organizing and planning weddings and a flair for sales

- Have good administrative skills, be computer literate and must be conversant with MS office applications & Opera
- Have good command of the English and Maltese language, both spoken and written
- Be proactive and take initiative
- Be logical, accurate and able to multi-task
- Be well-organized and possess good time management skills
- Be self-motivated, able to work under pressure and adhere to deadlines
- Be customer focused and have a passion for customer service excellence
- Have pride and attention to detail
- Demonstrate a flexible attitude towards working patterns
- Have a pleasant personality and professional disposition

**We offer:**

- Welcoming and fun environment
- Meals on duty
- Health insurance cover
- Interesting career opportunity and professional growth

***Candidates are requested to submit their CV by e-mail to the Human Resources Department on: [vacancies.stgeorges@corinthia.com](mailto:vacancies.stgeorges@corinthia.com)***