

SALES EXECUTIVE MICE

We are currently seeking a Sales Executive MICE to join our team of Corinthia Prague Hotel in Czech Republic.

Corinthia Hotel Prague beckons with unrivalled panoramic views of this magical city. Located just minutes from some of the city's main cultural and business highlights, including the Vysehrad Park, Wenceslas Square and the Pankrac Business District, Corinthia Prague is the ideal destination for business and leisure travelers alike.

Scope and Purpose

The Corinthia Prague hotel is looking for an Sales Executive MICE Agent. Do you like communication mainly in foreign languages? Do you pride yourself on delivering extraordinary levels of customer service, and providing creative solutions to our clients? If yes, we are looking just for you!

Entry Requirements

The main responsibilities of Guest Service Agent will be writing and sending offers as per current standards and procedures, following up offers and negotiating, controlling contracts for the clients, growing and maintaining share of MICE business, giving out availability and rates for rooms/events, entertaining the client, implementing all sales action plans related to meeting/events, ensuring efficient follow up on all standard duties, prepare group file with all details and ensuring correct hand-over to M&E Operations department, set activities in the system and ensuring they are completed timely.

Other skills that will need to be demonstrated include:

- High school or University degree
- Experienced in MICE and EVENTS sales or organizational part or reservations is an advantage
- Fluent in written & spoken English and Czech is a need
- Fidelio or Opera knowledge is an advantage, advanced knowledge of MS Office
- Ability to work independently with pro-active and business driven approach
- Systematic and structured approach
- Organization and communication skills
- Sales skills and ability
- Flexibility

Benefits

- 5 weeks of holiday after 1 year of employment
- 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
- Meals on duty
- Professional learning and development programs
- Interesting career opportunity and professional growth
- Intra & intercompany transfer opportunities (subject to service & performance)
- Contributory pension scheme provided
- Multisport card
- Free use of Panorama Hotel's spa – Top Deck Spa

To be considered for the Sales Executive MICE role please click 'apply' to be directed to our website to complete the online questionnaire.

APPLY