

Meetings and Events Sales Executive

FULL TIME

An exciting opportunity has risen for a self-motivated and energetic Meetings and Events Sales Executive for the Corinthia St George's Bay Peninsula and Hotel Verdi. We are looking for someone with a can-do approach, attentive to detail, customer and people focused, an individual who is able to distinguish and relate to different characters and situations.

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 requires to be:

- Have experience in a similar role
- 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, 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

We offer:

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