

Sales Executive

Corinthia Hotel Prague and Panorama Hotel Prague are looking for a candidate for the position of a **Sales Executive**, follows up the offers and options to convert them to tentative and definite business and negotiates when necessary.

The candidate will be responsible for:

- Writes and sends offers as per current standards and procedures
- Prepares/Controls the group contract for the client
- Prepares/Controls the group file with all details and ensures hand-over to M&E Operation department after having signed the contract
- Responsible for growing and maintaining share of M&E business for both hotels
- Gives out availability and rates for rooms and banqueting events
- Ensures a proper follow up on all standard duties such as completion of activities, deadlines, deposits, cancellation fees and always follows the group check list procedure
- Sets activities in the system and ensures they are completed timely
- Follows up on waitlisted and lost bookings
- Prepares and leads site-inspections and stay-overs
- Implements all sales action plans related to meetings & events

The ideal candidate will have the following skills:

- Fluent in written & spoken English and Czech is a need
- Experienced in sales or hotel industry is an advantage
- Advanced user of MS Office
- Ability to work independently with pro-active and business driven approach
- Systematic and structured approach
- Organization and communication skills
- Flexibility

Benefits:

- Interesting career opportunity and professional growth
- Colleague restaurant – complimentary meals
- 5 weeks of holiday after 1 year of employment



- 1 extra day off on your birthday
- Complimentary Annual Prague Travel Card – Lítačka
- Contributory pension scheme provided
- Free access to Top Deck Spa & Fitness at Panorama Hotel Prague
- Multisport card
- Discounts on Beauty Salon, F&B and accommodation rates within the Corinthia

If you are interested in working for our company, we would like to ask you to send your CV in Czech and in English, so that you may possibly be included in our selection process.

All the personal details will be kept in confidentiality as stipulated by law and will be used only for the recruitment process of our company, IHI Towers, s.r.o. All the personal documents will be held for a maximum of 30 days and after this period your documents will be shredded according to the internal guidelines.

In case you are not contacted within the next 15 days by us, we have chosen another candidate for the mentioned position. Thank you for your understanding.

Interested candidates are requested to send their CV to the Human Resources Department on jobs.prague@corinthia.com