

EVENTS & RESERVATIONS COORDINATOR

at Hotel Sanders, Helenekilde Badehotel & Tisvildeleje Strandhotel

At Hotel Sanders, Helenekilde Badehotel, and Tisvildeleje Strandhotel, the goal is to deliver an unparalleled level of luxury and comfort, create unforgettable guest experiences, and build lasting relationships with guests. By focusing on exceptional service, tailor-made personalisation, and leveraging our unique locations, all hotels aim to stand out as premier destinations for travelers seeking both urban sophistication and countryside tranquility.

Title: Events & Reservations Coordinator

Department: Revenue & Sales

Start date: ASAP

The Reservations & Events Coordinator is responsible for managing all aspects of guest reservations & event planning after the booking is confirmed. This role requires a detail-oriented individual with excellent communication skills, who can handle multiple tasks efficiently and provide exceptional customer service.

Required Qualifications:

- Bachelor's degree in hospitality management, Event Planning, or a related field preferred.
- Min. 2 years experience in reservations, event coordination, or a similar role, preferably within the hospitality industry.
- Proficiency with hotel management software (HMS, CRM, Sales & Catering) & Microsoft Office Suite.
- Excellent verbal and written communication skills in Danish & English.
- Strong organizational skills and attention to detail.
- Ability to multitask and work under pressure in a fast-paced environment.
- Exceptional customer service and interpersonal skills.

How to Apply: If above seems like your next job, please send your resumé and a cover letter detailing relevant experience to Arantxa A. Vitoria at arvi@hotelsanders.com.

Discover more about our brands at: www.hotelsanders.com, www.helenekilde.com & www.tisvildelejestrandhotel.com.

We look forward to hearing from you.