



  
**SANDERS**  
KØBENHAVN



  
HELENEKILDE  
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1904  
BADEHOTEL

## BOOKING COORDINATOR AT HOTEL SANDERS & HELENEKILDE BADEHOTEL

Hotel Sanders in Copenhagen and Helenekilde Badehotel in Tisvilde are luxury Hotels with restaurants located in two of the most attractive locations in Denmark - both in the city and the country side. It is very important for us to build relations and have a professional dialogue with our guests throughout the booking process.

We are looking for a new Booking Coordinator for our Reservations Team in our Head Office based in the heart of Copenhagen. As a part of the booking team you are co-responsible for a seamless booking flow, handling all hotel, restaurant and event bookings generated through our partners as well as online, telephone and email bookings.

Along with your team you will be working together, reporting directly to your Senior Manager.

### What skills are needed?

- Planning and implementation of conferences and private events
- Handling of individual and group reservations for both restaurant and hotel, via telephone and email
- You have a minimum 3 years of experience from a similar position
- You understand the importance of guest relations
- Experienced in various administration tasks and reports
- Highly organized with an understanding of how to multitask, address & organize guests needs; professional and quick respond to change.

If above seems like your next job, please send your resumé and a short application to [job@hotelsanders.com](mailto:job@hotelsanders.com) today.

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We look forward to hearing from you.

