

BANQUET COORDINATOR

Do you have the desire to be part of an ambitious and motivated event team in a privileged environment? If so, we are looking for our new coordinator in the banquet team. Don't miss your chance to become part of something extraordinary!

WE OFFER

A professional work environment where we always strive to provide our guests with personalized, stylish, and elegant experiences of international standard. We are a dynamic team with high ambitions and dedication to our guests, our colleagues, and our workplace. We offer a healthy work environment and a culture where you will work with colleagues from all over the world. Through our internal training program d'Anglecademy, you will get the best conditions for success as well as an in-depth knowledge of the entire hotel.

ABOUT THE JOB

As our Banquet Coordinator, you will oversee all functions for private and corporate clients, from weddings and birthdays to conferences and product launches. You will be the liaison between our in-house team and external clients, managing reservations, offers, contracts, and event details. Part of the daily tasks will also include site inspections, planning in-house events and room bookings for banquet and individual reservations.

WE EXPECT

You come from a similar position with knowledge and experience in hotel reservation. You are a person with excellent communication skills both verbal and written in a Scandinavian language and English. You have an international luxury mindset when it comes to bringing ideas and experiences for our guests, and you have an in-depth knowledge of the hotel industry. Enjoy being a team player and like coordinate across the hotel while having a keen eye for details.

You take pride in representing Denmark's finest hotel and understand the commitments that come with being a 5 Star Superior Luxury Hotel part of the Leading Hotels of the World.

The start date for this position is as soon as possible, with a latest commencement by March 1st, 2025. Teams interviews are scheduled for week 2, followed by personal interviews starting in week 3.