

## Event Group Coordinator

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Company: Rosewood London

Location: United Kingdom

Category: business-and-financial-operations

### Job Description

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### Role

We are currently looking for an **Event Group Coordinator** to join the **Events Sales team** at Rosewood London. Our **Event Group Coordinator** is appointed to provide full administrative support to the team ensuring the upkeep and smooth running of the department.

### Key expectations of this role are

Efficiently input all group rooming lists, ensuring accurate billing, profile preferences, traces and alerts are noted as necessary.

Monitor rooming list and cut-off due dates, including wedding blocks and allocations.

Maintain a thorough knowledge of Rosewood London services and facilities, varying room types, along with their features and benefits, layout of the hotel, including event spaces and public area.

Provide support regarding guest amenities, tracing in Opera and flagging/delivering cards.

Process deposits, signed contracts, addendums, and group handovers

Prepare and distribute all material and correspondence relative to the successful operation of the group team.

## Profile

The ability to work in a team and build relationships with the others.

Being highly organised and proactive in coordinating your tasks.

Some understanding of the function of events sales management systems preferred.

The ability to clearly communicate in written and spoken English via several different communication channels.

All our associates have the opportunity to live by our guiding philosophy which captures the essence of our culture RELATIONSHIP HOSPITALITY. Heartfelt interactions are our lifeblood. A desire to build genuine, rewarding and lasting relationships with everyone we meet comes naturally to us – it's our Calling.

## Benefits

28 days paid holidays per annum including Bank Holidays

Company pension scheme

12 complimentary room nights and F&B discount worldwide

Career development opportunities

Free meals on duty

Season ticket loan

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