

The **Hotel Management School Maastricht (HMSM)**, part of Zuyd Hogeschool / The Netherlands, is globally recognized as one of the best hotel management schools in its field. The HMSM offers a four-year bachelor's degree in business administration, with a Dutch and English track, and, in collaboration with (international) universities two master's degrees.

**Teaching Hotel Château Bethlehem (THCB)** is the practical learning ground for the hotel school students and is an integral part of the educational program. The hotel opened its doors in September 2010 and welcomes everyone. The hotel consists of 26 rooms and suites, a bar/bistro, a restaurant as well as several meeting and banqueting spaces and offers HMSM students an innovative learning experience on all levels; from the daily operations to managerial tasks. With the inspiring concept that the Teaching Hotel embodies, a *unique selling point* for both students and employees of the HMSM is created.

To further enforce the team, we are seeking an:

## **Intern Banqueting Sales Coordinator** **Teaching Hotel Château Bethlehem**

### **We offer a position with the following tasks:**

- ✓ To assist with the booking of individual and/or Group reservations for rooms, meeting rooms and spaces, and the process of making these reservations
- ✓ To assist with processing the settings and changes in bookings
- ✓ To provide potential clients (for meetings or events) with a tour of the facilities and an explanation of our services
- ✓ To assist with the provision of overviews and reports about reservations, forecasts etc.
- ✓ The correct handling of requests for meetings, receptions and parties
- ✓ The coordination, preparation, execution and evaluation of functions (function sheets)
- ✓ To attend function meetings as well as banqueting sales meetings
- ✓ Other administrative tasks related to the position
- ✓ Ensuring a good relationship with partners, companies, colleagues etc.
- ✓ Maintaining and managing the physical work environment

### **We expect that the candidate:**

- ✓ Follows an education in hotel management, facility management or commercial management
- ✓ Has good communication skills, oral and written, in both Dutch and English
- ✓ Is a true team player
- ✓ Can handle stressful situations
- ✓ Is flexible in terms of working hours (day/night/weekend)
- ✓ Has relevant (hotel) experience
- ✓ Preferably has experience with a PMS system

### **We offer the candidate:**

- ✓ A position where you receive a great amount of responsibility
- ✓ A chance to work independently and develop quickly
- ✓ An atmosphere where creativity and taking your own initiative are encouraged
- ✓ A young team with enthusiastic and passionate colleagues
- ✓ Professional guidance by hospitality experts of the Hotel Management School Maastricht

### **Working conditions:**

- ✓ An internship of 1,0 FTE for the duration of minimal 5 months (20 weeks)
- ✓ Student receives an appropriate placement fee

**To apply or to receive more information you can get in touch with Ms. Marylene Knoben at [marylene.knoben@zuyd.nl](mailto:marylene.knoben@zuyd.nl) or call 043-3528247. We look forward to receiving your resume and motivation letter!**