



## MEETING & EVENTS CO ORDINATOR

REF. NO. 848

### About us

We have 2 luxury properties situated in Vauxhall within easy walking distance of Vauxhall and Waterloo stations. We encompass a 4 star deluxe & a 5 star property. One of them offers 65 5-star luxury suites featuring the latest entertainment

The other property offers 394 guest rooms and suites. Many rooms benefit from stunning views over Big Ben, the Houses of Parliament and the River Thames.

The property caters for discerning guests for stays for business or pleasure, with 24 hour Room Service, an award winning Bar and Restaurant and ample meeting space.

In total there are 21 meeting rooms which can be configured into a choice of room configurations or as one large space.

### Number of employees

250 approx.

### Tasks

- Processing of invoices and payments
- Production of contracts
- Entering of function info onto Opera
- Co ordinating the diaries of the planning team
- General correspondence
- Co ordination of function sheets
- Co ordination of meeting room bookings

# PRAKTIKUM IN LONDON



## Skills needed

- Clear spoken English
- High level of written English, including spelling and grammar
- Strong numeracy skills
- IT Literate
- Flexibility
- Ability to prioritise and multi task

## Skills to be acquired

- Opera training
- General experience of the Meeting and Events Sales & Planning operation
- Ability to attend client meetings and function operations
- Will attend weekly operations meetings to learn the crossover of impact of the events on other departments e.g. reservations/reception/security/

## Period

tbc

## Location

London

## Financial support

None, but meals are provided

## Office hours

Monday-Friday, 9 a.m. and 17.30 p.m. (30 min. lunch time, 40hrs/week)

## Contact

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