

## Event Coordinator - Grand Hyatt Bali

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Company: Hyatt Corporation

Location: Indonesia

Category: other-general

## Event Coordinator - Grand Hyatt Bali

Grand Hyatt Grand Hyatt Bali ID - BaliAdministrativeAdministrativeFull-timeReq ID:

BAL002576Local

### Summary

Now we are looking for a dynamic, outgoing, and enthusiastic – Event Planning Administration with a strong background and experience in MICE, has detailed knowledge of the hotel meeting facilities, group dynamics, and event details to join our energetic, enthusiastic, and passionate team at Grand Hyatt Bali

The Event Planning Administration will be responsible for providing guests with all services and assistance connected with their event experience. To assist operationally and administratively in the achievement of department's pre-determined sales and revenue targets.

As an Event Planning Administration, you will be reporting directly to the Director of Events and below are some of the key responsibilities:

Maintains complete and supported records of all Event Sales Agreements and/or Contracts and Quotations for the hotel.

Liaises and works closely with the related operation departments ensuring guests needs and expectation are being met.

Ensures a high level of exposure for Hotel through direct sales solicitation via telephone, contracts and written communications.

Ensures that the relevant information of all allocated Accounts is being updated regularly in the record or electronic database system.

Maintaining calendars and/or meetings schedules, coordinating client arrivals, assisting in detailing event orders, coordinating with internal operations in preparations for groups, managing group accommodations for Event Managers, sorting and coordinating hotel sales leads with appropriate managers, drafting contracts and proposals, researching client group history, and assisting with the arrangement of site inspections.

### **Qualifications**

Minimum 2 years of experience in a similar capacity

Excellent reading, writing and oral proficiency in English.

Knowledge of Opera and Envision systems.

Proactive, organized and customer service oriented.

Passionate about event management and hospitality and motivated to change and grow.

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