



German-British  
Chamber of Industry & Commerce  
Deutsch-Britische  
Industrie- und Handelskammer

**Jobs Online**  
**Position Vacant**

## Event Reservations Co-ordinator

**London**  
**German Food**



<b>Position type</b>	Full-time, permanent
<b>Salary</b>	Will be negotiated individually
<b>Position information</b>	<p><b>Reservations &amp; Events</b> <b>@ City Road &amp; Tower Hill &amp; Bristol</b></p> <ul style="list-style-type: none"> <li>- Proactive dealing with all incoming booking enquiries (telephone/ email) and making sure they are dealt with in an efficient and friendly manner</li> <li>- Bookings from 2 people to 300 people including planning, follow up, internal and external briefings, mailing marketing material, maintain key relationships with event bookers, corporate clients and agencies and collaborate with the marketing manager on content for newsletters</li> </ul> <p><b>Special Events &amp; Caterings</b></p> <ul style="list-style-type: none"> <li>- Organisation of all special events in the restaurant like Oktoberfest, Spring Festival, Football events etc.</li> <li>- Occasional organisation of external Catering Events</li> </ul> <p>Candidate requirements:</p> <ul style="list-style-type: none"> <li>- Candidate must be able to demonstrate that they are attentive to customer's needs, be enthusiastic and positive in his/her nature and have excellent customer service skills</li> <li>- Very good attention to detail</li> <li>- Highly organised with a can-do attitude</li> <li>- Fluent in English</li> <li>- Fluent in German preferred</li> <li>- Must be eligible to live and work in the UK</li> </ul>
<b>Application closing date</b>	30 April 2017

**For application or further details, please contact:**

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