

Hôtel Le Royal Luxembourg, a 5-star property, member of The Leading Hotels of the World, located in the heart of Luxembourg City, is seeking, on a full-time permanent contract basis, a candidate to oversee the management of its events."

BANQUETS COORDINATOR (H/F)

Effective date : Immediate or to be agreed

You will work under the supervision of the Banquet Coordination Manager, within a team of five.

YOUR RESPONSIBILITIES :

- Answer to client requests by proposing suitable options.
- Prepare proposals and commercial contracts.
- Enter offers into our internal software (Protel).
- Inform the relevant departments (banqueting operations, kitchen, etc.) of any changes or last-minute updates by preparing function sheets.
- Ensure the quality of services provided: equipment, menu selection, appropriate meeting room setup.
- Follow up with prospects and clients, from the first on-site meeting to final billing.
- Ensure smooth communication between the Banquet Sales department and the Banquet Operations team.

YOUR PROFILE :

- Hospitality degree (minimum Bac +2).
- At least 2 years of experience (internships are taken into account).



- Fluent English required; German and/or Luxembourgish are considered strong assets.
- Proficiency in Microsoft Office.
- Dynamic, autonomous, and commercially minded.
- Excellent presentation in line with luxury hospitality standards.
- Organized, rigorous, and a strong team player.
- Strong sense of quality and excellence.

If interested please send your complete application (resume, cover letter and references) at:
recruitment@leroyal.lu

