

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 & EVENTS SALES SPECIALIST (H/F)**

***Effective date : Immediate or to be agreed***

You will act as the commercial driving force of the Banqueting Department, actively generating new growth opportunities while ensuring the preparation of proposals, the follow-up of client files, and the flawless execution of events through optimal synergy with the hotel's other departments.

### **YOUR RESPONSIBILITIES :**

#### Offer & Sales Follow-Up Management (40%)

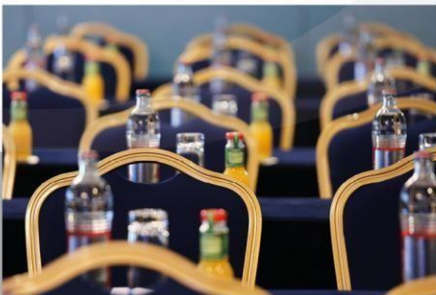
- Handle incoming client requests
- Prepare, price, and send tailored commercial proposals while ensuring compliance with the hotel's brand standards
- Conduct systematic follow-ups on all proposals sent until final contract signature

#### Public Relations & Interdepartmental Coordination (30%)

- Represent the hotel at local networking events to expand the property's client portfolio
- Manage public relations and VIP hosting for major clients on the day of high-profile events
- Ensure the smooth execution of events on site by coordinating with all relevant hotel departments (Kitchen, Restaurant, Front Office, Technical Services)

#### Business Development & Lead Generation (20%)

- Conduct active prospecting (cold calling, networking, competitive monitoring) to secure new accounts (corporate clients, institutions, embassies)
- Organize follow-up meetings, either off-site or within the hotel, to reactivate clients



- Qualify leads and convert high-value requests

Offer Design & Strategic Input (10%)

- Analyze market trends to propose innovative and competitive banquet concepts
- Work closely with the Sales Manager, F&B Director, and culinary teams to create attractive packages (seminars, brand launches, gala evenings)

**YOUR PROFILE :**

- Hotel management education required
- Experience in event operations or event management
- Strong knowledge of Food & Beverage
- Fluency in French and English
- Highly developed commercial mindset, creativity, and reactivity
- Strong adaptability and agility

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

