

**Colloquium** is recruiting

## **1 Trainee**

### **Hotel Department**

#### **School contract required**

Colloquium is opening an administrative support position within its Brussels office. You will assist the Accommodation Manager and Accommodation Supervisor in their day to day tasks regarding the Professional Congress Organization market.

#### **Job description and responsibilities**

- Follow-up of the allotments, options and room rates
- Search hotel rooms for future congresses
- Develop different supports and visuals : plans, hotel information cards
- Handle all the administrative tasks before and after the congress
- Follow-up and control of rooming-lists
- Manage different administrative tasks : encoding, handle requests
- Maintain contacts with hotels & clients : invoice control, help in cashing, reminders unpaid invoices
- Manage the clients' demands & adapt the established contracts
- Statistics

#### **Profile, requirements**

##### **Qualifications and experience**

- A good command of English both verbal and written (the working knowledge of French is an asset),
- Very good computer literacy, including but not limited to: MS Word, Excel, Outlook, PowerPoint, Photoshop, web skills, etc.
- Strong administrative skills.

##### **Other skills required**

- Ready to automate business processes,
- Interpersonal skills,
- Proactive and creative,
- Well organized and able to handle multiple tasks at once,
- Good attention to detail and accuracy,
- Good written and verbal communications skills,
- Flexible and available.

#### **We are offering**

- A motivating, multilingual and multicultural working environment,
- Professional recognition and education,
- International networking opportunities in an expanding company.

#### **Contact**

If you fulfil the key qualifications required, please send your cover letter and CV by email to: [internship@clq-group.com](mailto:internship@clq-group.com)

**Object : Hotel Department internship**



6, Avenue E. Van Nieuwenhuysse  
B-1160 Brussels

Ph: +32 (0)2 779 59 59  
Fax: (0)2 779 59 60

colloquium-group.com

BRUSSELS - PARIS

COLLOQUIUM BRUSSELS - VAT: BE 0462.336.048 - RPM Brussels