

Caring about your career

Let's
meet

Congrex provides services tailored to our clients' needs when organising meetings, events, conferences, association management, travel and accommodation. Established in 1982, Congrex serves a variety of industries from our offices and partners located around the globe. Our extensive client base includes national and international associations, governmental organisations and corporations.

Our Values

Caring
Imaginative
Efficient
Reliable

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Accommodation Consultant - Congrex Travel

Congrex Travel is part of Congrex Group, a professional conference organiser which operates around the world. We provide travel and accommodation solutions for a range of national and international conferences. In addition, we also offer hotel service management for a large venue in the UK. Congrex Travel is looking for an Accommodation Consultant to join our London office from 1st March 2012, reporting to a Team Leader in Amsterdam.

In this role you will be responsible for the sale and allocation of hotel rooms to a number of clients for a range of conferences. Strong administrative skills are essential, as is willingness to work partly on-site. You will be expected to contribute to client meetings, gaining a full understanding of the client's needs and the services Congrex Travel is able to provide.

If you are looking for an interesting and varied role in an international environment; you are results-oriented and used to working independently; you are able to maintain a strategic overview even in the midst of a hectic situation; you have excellent communication skills, commitment and are a team player; then you could be the right person for this job.

Candidate Profile:

Essential

- Experience in the hotel, tourism and/or conference industry
- Excellent PC skills (including knowledge of Excel, Word, Outlook, PowerPoint)
- Willingness to travel
- Great perseverance and attention to detail
- Fluent English (spoken and written), additional language skill beneficial

Desirable

- Professional qualification in a related subject

Terms of employment

Full time, permanent position

If you would like to be considered for this position, please e-mail your CV and covering letter to beverly.otoki@congrex.com before 1 March 2012.

All applications and communications will be treated in strict confidence.