

## Renaissance Amsterdam Hotel – Groups, Meetings & Events Specialist

### DISCOVER THIS WAY

Do you have a passion for hospitality and events?

Would you like to work in a dynamic and innovative environment?

Are you creative and always looking for new opportunities?

The Renaissance Amsterdam Hotel is looking for a **Groups, Meetings & Events Specialist!**

#### What are my responsibilities?

As a Groups, Meetings and Events Specialist you will be responsible for handling and managing enquiries for the Renaissance Amsterdam Hotel, for Corporate Groups (10 bedrooms or more), Local Catering (Meetings or Events without or up to 10 bedrooms) and Corporate Meetings (Meetings or Events with 10 or more bedrooms) from the enquiry stage to the execution.

Additionally, you will:

- Be the go-to contact for our clients, vendors and event planners: answering questions, sparking ideas and creating smooth connections by phone and e-mail.
- Turn every request into an opportunity: from first inquiry to final goodbye, you help maximize event space and guest satisfaction.
- Own every detail for a flawless event journey, ensuring nothing is left to chance.
- Craft clear event documentation and bring all departments together so service feels seamless.
- Handle reservations with confidence.
- On the day, you will be the link behind the scenes, handing over to operations so the spotlight stays on the guest experience.

#### What are we looking for?

We are looking for an ambassador who is creative and brings personal style to every event experience. You are ambitious and experienced in handling events and are looking for a new opportunity to develop further your skills. You live life to discover and you have a natural curiosity and a warm way with people. Is this exactly who you are and what you want to do? We are looking for someone like you!

**To be eligible for this position you...**

- Have a degree in Hospitality Management or similar.
- Have experience in Events and a passion for Hospitality and Lifestyle.
- Have strong communication skills (verbal, listening, writing) and strong organization skills.
- Speak English and preferably Dutch.

**Here is what you can look forward to:**

Located just moments from Amsterdam Central Station, the Renaissance Amsterdam Hotel is entering an exciting new chapter and we invite you to be part of it.

- An inspiring and professional environment that nurtures creativity and personal development.
- Travel allowance up to €200 to make your daily commute easier.
- Salary according to Horeca CLA salary scale VI.
- Bonus for employee referral, more friends = more bonuses!
- 50% discount in hotel Beverage & Food outlets.
- Special Associate Rate discount available for stays in Marriott and Archer hotels worldwide.
- We support you with laundry and dry-cleaning for your business attire, up to €35 per month.
- Personal coaching to support you in your day-to-day job and lots of development and training opportunities.
- Clear and exciting career paths within our expanding hotel, providing opportunities to advance and make your mark.
- A TakeCare program: a comprehensive Marriott wellness initiative designed to support the physical, mental and emotional well-being of our ambassadors.
- As part of our culture we celebrate recognition and organize many social activities, such as our Associates Appreciation Week, yearly Staff Party and Team outings.

Join us! Be part of a fresh start, bring your ideas to life and have fun while doing it. This is your moment to shape the vibe and enjoy the ride.

*Curious to join a team where sustainability and hospitality go hand-in-hand? Apply now and be part of something special. We are proud to be recognised as Europe's Leading Sustainable City Hotel 2025, and we are committed to continuous improvement: environmentally, socially and culturally.*

*The Renaissance Amsterdam Hotel is an equal opportunity employer, and we welcome all applicants who want to grow with us.*

<https://www.marriott.com/en-us/hotels/amsrd-renaissance-amsterdam-hotel/overview/>