

# 'WE ARE WHAT WE REPEATEDLY DO. EXCELLENCE, THEREFORE, IS NOT AN ACT BUT A HABIT'

- Aristotle

At the Grand Hotel Excelsior we strive to deliver a superior service quality at all times. We aim to continuously exceed expectations, and encourage all our team members to offer an exceptional service to each of our guests. We strongly believe in the strengths of our team members, who have made the Grand Hotel Excelsior one of the leading hotels on the Island.

We are currently seeking a MICE Sales Executive to join our team.  
Responsible for assisting in the Sales and Marketing function of the MICE sector.

## VACANCY - GROUPS SALES EXECUTIVE

**Basis - Full Time**

**Closing Date - 30th April, 2024**

### **Duties include**

- Answering enquiries, check availability, and send group proposals accordingly, within the given deadline.
- Blocking and booking of room quotas as well as managing group reservations.
- Carrying out hotel show rounds to prospective groups organizers.
- Checking adherence to the deposit, liability and cancellation guidelines.
- Potentially attending relevant international fairs to promote the hotel.
- Conferring with customers to discuss rooms, meeting room details and requirements. Negotiating, confirming, booking and following up on room requirements, banqueting and meeting spaces.
- Prepare and present a weekly update for the Sales department.
- Maintaining and updating files containing pertinent information on confirmed groups.
- Report all ac

### **Requirements:**

- Experience in the group reservations and/or banqueting department
- Excellent communication and analytical skills
- An independent worker with a high degree of commitment and self-motivation
- A high sense of responsibility and quality consciousness
- Professional training or completed studies in the field of hotel management are considered an asset

**Interested candidates are requested to send their CV and covering letter to:  
hr@excelsior.com.mt or by post to Human Resources Department  
Grand Hotel Excelsior, Great Siege Road, Floriana FRN 1810**



LVX<sup>SM</sup>

*Preferred*  
HOTELS & RESORTS

[www.excelsior.com.mt](http://www.excelsior.com.mt)

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