



ZSIDAI GROUP IS A ONE OF THE LEADING  
GASTRONOMY & HOSPITALITY GROUPS IN HUNGARY

Join our team as an

# EVENT COORDINATOR

We have an exciting opportunity for an Event Coordinator to join our team. The head office is situated in the marvelous Buda Castle area, where some of our restaurants and two boutique hotels can be found also. Your job will be as an Event Coordinator to plan, prepare and help host events for many different clients and businesses (eg. Gala at Opera House, wedding parties, Corporate Xmas parties, events for delegation, etc.)

You will act as a liaison between Customers and local colleagues at the given venue. You will manage the whole process from arriving inquiries until the event is hold successfully and closed from administrative point of view.

## WHAT WE OFFER:

- International working environment
  - Extremely many-sided job
- Working both in the office and in the field
- Learning and Development opportunities
  - Stable, family-owned company with 40 years' background
- Working as part of a fantastic team of talented, inspired colleagues
  - Competitive compensation and benefit package
  - 50% discounts in our restaurants





## MAIN TASKS AND REQUIREMENTS:

- Responsible for account management, sales prospecting and business development.
  - Handle customer inquiries and be the point-of-contact for all event details.
  - Oversee the collective coordination of all event information and resources
  - Market, sell and coordinate the Zsidai Group's restaurants as event space
    - Pursue new market opportunities to increase event sales
    - Maintain well-organized event records
  - Responsible for pricing, taking into consideration revenue maximization and competition
  - Following trends, giving personalized offers while implementing new ideas and creative solutions.
  - Provide accurate and timely information to clients, vendors, and coworkers
- Effectively monitored competition and appropriately adjusted costs based on supply and demand.

## REQUIREMENTS AND SKILLS:

- At least 3 years' proven experience as event coordinator or event planner.
  - A proven track record of organizing successful events.
    - Proficient in MS Office, accuracy in administration
    - Excellent vendor management skills
  - Outstanding communication and negotiation ability
    - Well-organized with multi-tasking skills
    - Able to handle stress and remain calm
    - Problem-solving ability
  - Experience in hospitality is not a must, but preferred.

## APPLY HERE:

[karrier@zsidai.com](mailto:karrier@zsidai.com)

