



Messen



Veranstaltungen



Meeting Manager

## Project Manager Hotel Purchase (m/f/d)

### TEST – Hotelreservation & Events

With over 30 years of experience in business travel and event management, we are one of the market's leading full-service agencies when it comes to organizing and implementing hotel reservations for international trade fairs and congresses, as well as event organization. We are looking for an employee to join our team in Berlin with immediate effect.

### Your tasks

You will be responsible for strategic and operational planning and coordination of all cost, schedule and quality related purchasing activities. Your tasks include:

- Purchasing of hotel contingents according to existing customer demand
- Acquisition of new hotels
- Telephone contact with partner hotels and contract negotiations
- Preparation of forecasts and reports in cooperation with other business units
- Analysis of market and competition
- Administrative management of hotel contingents in compliance with agreed deadlines

### Your profile

- Your strengths are negotiation skills, organizational talent, a high level of commitment, initiative and the ability to work in a team.
- You have successfully completed your training or studies and have appropriate professional experience in purchasing.
- You ensure sustainable purchasing success through professional negotiation skills
- You have a good understanding of business administration, a high level of numerical reasoning, knowledge in the organization of business processes, detailed user skills in MS-Office as well as a good command of German and English.

### TEST offers

- a good working atmosphere in an attractive working environment in our head office in the heart of Berlin
- Induction phase including internal and external trainings and seminars
- Flexible working hours and the possibility for home office
- Allowance for health care and supplementary health insurance
- Company pension plan and company ticket for public transport
- Travel Industry Card for industry-specific discounts on travel and leisure activities
- Free drinks and company parties

We have aroused your interest?

We look forward to receiving your informative application documents.

E-mail: [bewerbung@testberlin.de](mailto:bewerbung@testberlin.de)

Please let us know your possible starting date and your salary expectations.

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