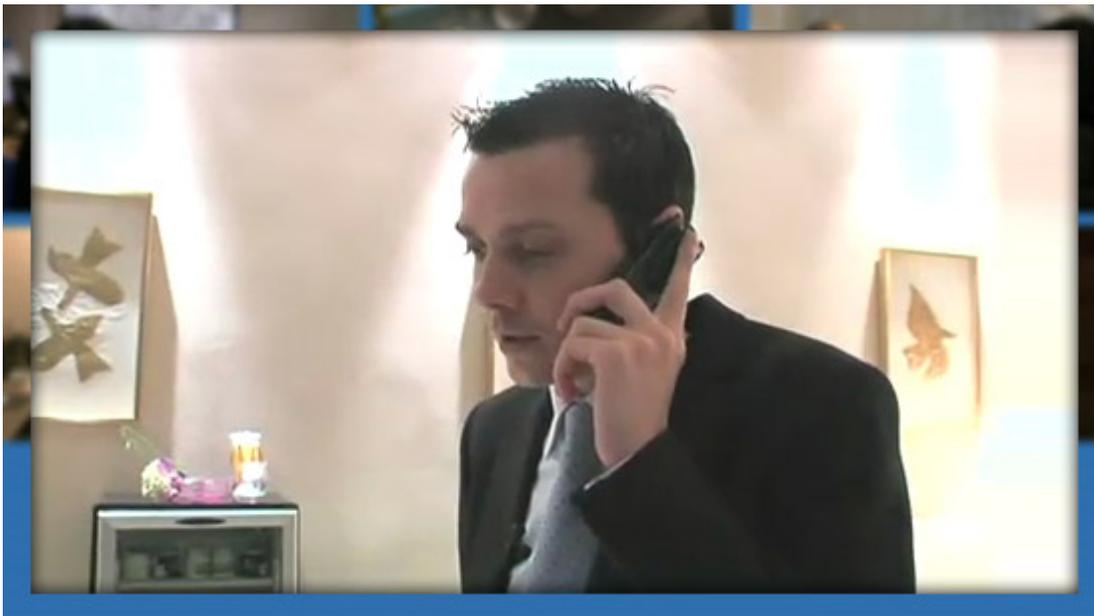


# Accor professions guide: Event manager (m/f)



## What exactly does my mission involve?

- Ensure that the event takes place as planned, according to the specifications validated by the Sales manager, General Manager and the customer.
- Contribute to the optimisation of the "Meeting" offer by coming up with ideas
- Apply the brand's quality standards
- Provide practical solutions adapted to the customer's imperatives

Apply on line for the event manager positions

## This profession exists...

in all Pullman hotels around the world.



## Testimony of Sarah Rongere, Event Manager, Pullman Brussels Airport

*"After getting my degree in hotel management I joined the Pullman Brussels Airport hotel in July 2007, when it was still Sofitel, as a sales and banquet coordinator. When we learned about the transition to the Pullman brand I was immediately very excited to learn about the new Co-Meeting offer and the career opportunities that the change created for me personally."*

[Personality](#) | [Activities](#) | [Qualifications/Experience](#) | [Progression](#)

Good at sales, persuasive  
Organised, methodical  
Take initiatives

Leadership  
Curious and open minded  
Available for others and Reactive  
Source of ideas  
Aptitude to work in a network

**Customer relations**

The unique contact for meeting organisation  
Set up and organise the service that has been sold  
Promote the “meeting” offer  
Formalise and distribute control documents

**Administration**

Ensure that the budget is not overrun  
Optimise profit margins  
Control invoices

**Production**

Coordinate the different departments (Banqueting, Accommodation, Technological solutions, service providers)

Be the link between all the departments involved

Vocational education in hotels and catering, or sales  
2 or 3 experience in event organisation preferred (conventions, seminars, trade fairs), preferably in varied and international environments  
Fluent English – a 2nd language is appreciated  
Knowledge of desktop applications  
Have worked in a multicultural environment

Convention Sales Manager (m/f)  
Rooms Division Manager (m/f)  
Hotel General Manager (m/f)