



## Front Office Employee – Fulltime

Are you the first contact point for the guests of Hotel van de Vijzel? Do you have strong social and communication skills? Are you representative? And do you take as your responsibility the level of service and quality? Then Hotel van de Vijzel is the perfect place to use your social skills!

What are the main tasks you need to execute as a Front Office Employee at Hotel van de Vijzel? As a receptionist, the check-in and check-out procedure is an important task. However, it is even more important to make sure the guests feel at home and to inform them about the nicest hotspots and must-sees in Amsterdam. You like it to listen to their experiences when they return at the hotel. Next to this, managing administrative tasks takes place at your working day. As well as, solving and preventing complaints, because you are the person in charge of making our guests happy. In addition, it is possible that you have to work a night shift if the night auditor is not present.

### Who are we looking for?

You, the new Front Office Employee, have experience in the hospitality industry or you have a completed education in Front Office or Hotel Management. In addition, you manage the Dutch and English language fluently in word and writing. As our first contact point of the employees, you have no problems with making contact with the guests. In other words, you are hospitable and ensure that our guests perceive the best experience in Hotel van de Vijzel and Amsterdam.

### What do we offer you?

In addition to an amazing workplace and a market-based salary, **we offer**

- Discount in all hotels and restaurants of Vondel Hotels
- Collective health insurance and a pension scheme
- Corporate fitness for all our colleagues
- Travel expenses fee (>10km)
- Internal and external training opportunities
- Internal growth opportunities
- Sport events
- An awesome workplace surrounded by art

### We celebrate

- Your birthday
- Employment from 2,5 years
- New Year with a gift
- Every year an employee award per hotel
- New hotel openings

## More information about your workplace

The 4-star hotel is situated in the middle of Amsterdam's bustling city centre at the Overtoom in a former timber trade. That's also where the name of the hotel is directed to, 'houthandel' means 'timber trade'. This monumental building is completely rebuilt into a hotel with 82 luxurious rooms. Elements of the former timber trade remained visible, think of a lot of wood combined with an industrial look and feel.

Do you want to be part of a young and ambitious team? Do you want to work at a unique collection of hotels? Do you want to work in a growing company? Then Hotel van de Vijzel is the perfect fit for you! Do not hesitate and apply! Send your CV and motivation letter to [jobs@vondelhotels.com](mailto:jobs@vondelhotels.com)!