



## HOTEL DE HALLEN

BY VONDEL HOTELS

## Front Office Manager – Fulltime

Are you the first contact point for the guests of Hotel de Hallen? 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 de Hallen is the perfect place to use your social skills!

What are the tasks you need to execute as a **Front Office Manager**? You are responsible for the entire Front Office department wherein hospitality is of great importance. Supervising, training and coaching of the employees is one of your passions. You make growth and development of the employees possible. You are responsible for determining the staffing and making schedules for your team. Among other things, you take care of supervising employees who work during day and night shifts, guest service, supervision on safety, key management and night audit. In addition, you will also execute duties such as check-in and check-out guests, giving information, picking up the phone and so on. You will ensure that the employees work according to the SOP's of Hotel de Hallen and execute random checks. You are taking care of the personnel management by providing guidance, giving instructions and motivating the (new) employees and giving directions and instructions during the shift. 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 are curious, assertive and creative. Creating loyalty and taking care of your guests is one of your most important focus points. You have a number of years of work experience in the Front Office (preferably at least one year of managerial experience) in a similar hotel and you are looking for a new challenge. In addition, you are at least in the possession of an MBO degree in Hospitality and/or Front Office Management. You manage the Dutch and English language in word and writing. Next to this, a second foreign language is an advantage.

### 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
- A uniform designed by Claes Iversen

### 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

Hotel De Hallen is situated in a former tram depot dating from 1902 – now one of Amsterdam’s finest industrial heritage sites. Blue steel and rusty highlights create an inspiring backdrop for all of our guests. Imagine: spacious surroundings with an abundance of plants, an infusion of vintage Scandinavian furniture and design, and a contemporary art collection, handpicked by the owner. This 57-room hotel with an industrial look and feel has a beautiful lobby, meeting room, bar, terrace, and adjoining Restaurant Remise47. Remise47 has an “urban bistro” style menu, our guests enjoy their breakfast, lunch and dinner at our restaurant as well as delicious cocktails and bar bites!

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 de Hallen 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)!