

# VONDEL HOTELS

THE INSPIRING COLLECTION

## FRONT OFFICE MANAGER | FULLTIME

Are you the first contact point for the guests of our new hotel at the Geldersekade? Are you only satisfied if your guests experience the best stay? Would you like to experience a hotel opening? Then this is the perfect place to use your social skills!

You are responsible for the entire Front Office department wherein hospitality is of great importance. You are the role model for your team and 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 Vondel Hotels. You are taking care of your team 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, creative and you know what hospitality entails. 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.

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## WHAT DO WE OFFER YOU?

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

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

Moreover, **we celebrate**

- Your birthday!
- Employment from 2,5 years
- Every year an employee award per hotel
- New hotel openings

## MORE INFORMATION ABOUT YOUR WORKPLACE

In January Vondel Hotels opens a hotel at the Geldersekade, within walking distance of the central station. This is a former warehouse that is preserving the historic details, with an inspiring new place in the heart of Chinatown in Amsterdam. Allow yourself to be inspired in the gallery space, and workshops for artists, with a modern lobby, or in one of the 81 guest rooms filled with modern art.

## MAKE IT HAPPEN

Do you want to be part of a young and ambitious team? Then our new hotel at the Geldersekade 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)