

Management Ass (stage) - Pestana Amsterdam



Locatie **Noord-Holland, Amsterdam**
<https://www.advertentieX.nl/x-1067206-z>

Pestana?

Pestana Group is the largest Portuguese tourism and leisure group. Its hotel chain Pestana Hotels and Resorts has 100+ hotels with over 11,000 rooms. Since 2003 Pestana Group manages the Pousadas de Portugal.

Rising above the hippest part of town, De Pijp, Pestana Amsterdam Riverside is a luxury 5-star hotel in the heart of Amsterdam. Located in the former Town Hall and Archive of the Amstel Community, it is a true National Monument.

With 154 rooms & suites, a Spa, including an indoor swimming pool and sauna, a gym, 10 meeting rooms, and restaurant. run by the famous Chef Peter Lute, this hotel is your new luxury home in Amsterdam.

Job Description
THIS IS AN INTERNSHIP FOR HOTEL SCHOOL STUDENTS!

Start date 01-01-2021!

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Job description and activities

As the Management Ass / HR Ass Trainee, you report directly to the General Manager. We are looking for an enthusiastic and passionate assistant who likes to support the Management Team.

40% Supporting the Management Team and HR

30% Assisting with and performing of different projects

10% Taking care of communication from the Management Team within the hotel

10% Administrative tasks

9% Ask smart 'why' questions

1% Every day 1% better

Your role & our ambition

As the Management Ass / HR Ass Trainee, you are there to support the Management and HR in all aspects. We are looking for a multitasker that helps to realize small and large projects of the Management. You help the General Manager to increase efficiency in various areas within different departments.

During the first month you will do a crash course in all departments. From Front Office to Housekeeping, from Finance to Meetings & Events. That way you can quickly go up to speed so you are able to support everyone, where necessary. This also means that you get the necessary knowledge of the administration.

Of course, it is also important to know how this internship will help you in your career. During your internship you will not be seen as an intern but as a full-time employee. Besides a lot of responsibility, there is also room for creativity because we think it is important that you share your ideas, for example on improvements.

Job Requirements

You

follow a HBO education in the field of hospitality.

are fluent in Dutch and English (spoken and written).

are looking for an internship for at least 5 to 10 months.

have the ability to balance multiple priorities and meet deadlines;

are enthusiastic and positive thinking;

are flexible and adaptable to change;

are someone who often thinks: “It can we do it better?”.

What we offer

Hi new colleague?

Nice to meet you. My name is Danny, HR Business Partner of hotel Pestana Amsterdam Riverside. A beautiful hotel where we are looking for passionate colleagues. Because we have a small team, there is a lot of freedom – this comes with responsibility. The bar is high - and you should like that.

An internship with lots of responsibility;

Time to work on your Management Project/ Thesis;

Monthly compensation;

1 night Guest Experience stay over;

Start date 01-01-2021!

Congratulations, you have reached the end of this vacancy!

Does this mean that you are still enthusiastic? And do you see yourself in our team? Then I invite you to be creative and share your motivation to danny.dingjan@pestana.com.

Good luck!

Thank you very much for your interest in being part of the Pestana Hotel Group team.

The data received will be kept by Pestana Hotel Group, which will be used only for recruitment purposes for a period of 5 years.

You may, at any time and for free, exercise your rights of access, rectification or deletion of data, opposition, limitation and portability of your data, by contacting the Data Protection Officer of Pestana Hotel Group via email dpo@pestana.com, or by Registered Letter to Rua Jau nº 54, 1300 – 314 LISBOA. In the event of a breach of data and to the extent that such breach is liable to pose a high risk to the rights and freedoms of the holder, you can always submit a complaint to National Committee of Data