

Front Office Manager - Grand Hotel Downtown



Locatie **Noord-Holland, Amsterdam**
<https://www.advertentieX.nl/x-954176-z>

Beautifully located, surprisingly personal and undoubtedly unique. The Grand Downtown Hotel offers business and leisure travellers all over the world the ultimate Amsterdam experience!

From our admirable establishment in the heart of the Oud-West district, almost all of the iconic city attractions like the Leidseplein, the Vondelpark and the museumplein are reachable within 10 minutes walking distance. In addition, public transportation is just around the corner.

Our 46 well appointed rooms and suites are designed to truly exceed your expectations. Free Wi-Fi, laundry- and concierge services in addition to many more convenient facilities will make your stay truly pleasureable.

We are especially proud of our magnificent penthouse suites, all complimented with rooftop terraces, that have breathtaking views over the adventurous city of Amsterdam.

Allow us to make you feel extraordinary..

Job Description

With this position you are an important player in the managementteam of an attractive four-star hotel near the centre of Amsterdam (close to Museumplein, Leidseplein).

You are (through short lines and clear communication) in close contact with the front office, back office

and the coordinator of the housekeeping and you can count on support of the senior housekeeping or the housekeeping controller. The hotel is a family owned and managed, giving you the freedom to implement your ideas and suggestions. The hotel is a family owned and managed, giving you the freedom to implement your ideas and suggestions. The hotel is a family owned and managed, giving you the freedom to implement your ideas and suggestions.

Function / Tasks

Perform and coordinate all daily activities
 Hands-on mentality, responsible, social and communication skills
 Responsible for personnel planning and vacation planning
 Manage shift changes and shift closing

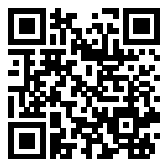


FOTO WORDT VERWERKT



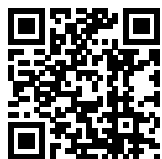
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Organize the workflow and ensure that colleagues perform their tasks with understanding
Performing assessments and providing constructive feedback
Contact person for business and group bookings
Set up periodic reports
Managing supplier conditions
Ensure sufficient F&B and office supplies stock and let check the delivery
Initiate and develop promotional activities
Evaluate and improve work processes and procedures
Responding guest reviews on social media
Coordinate maintenance issues with the technical department.

What we offer

An informal work environment within a young team of highly enthusiastic co-workers
A good salary
Performance bonuses
Growth possibilities
8% holiday allowance
25 vacation days based on a 38 hour workweek
A healthy and growing organisation
A variety in tasks
The opportunity to learn something new every day

Job Requirements

What we ask

Perform and coordinate all daily activities
Hands-on mentality
HBO Hotel training is an advantage;
Minimum 3 years of relevant work experience within the hotel industry
Fluent in English
Dutch and German is an advantage
Extensive knowledge of the departments; front office, back office, reservations & guest service
Skilled in setting up, implementing and optimizing SOPs and other work processes
Hands-on mentality with a great sense of responsibility

Strong social and communication skill
Living in the Amsterdam area;
Interested ?

Please apply directly.