

A Boutique experience for our guest and you!

Your function

Amstel Hospitality Group is looking for a **Receptionist** Front Office (m/f) full-time/part time for various locations in the center of Amsterdam.

What are you going to do?

As our Receptionist Front Office you provide a warm welcome to our guests and ensure a wonderful and memorable stay!

You execute Check-in and Check-out in an excellent way. You provide information and recommend our guests about tourist attractions, transport, nice restaurants and other "hotspots" in and around Amsterdam and, if desired, make reservations.

You ensure a neat and well-kept entrance and reception area. You are also responsible for the correct handling and processing of financial transactions with our guests. You will also handle phone calls, reply to e-mails, and performing room reservations on an ad hoc basis.

What do we expect from you?

- You are representative, hospitable and service-oriented
- You are proactive and have an eye for detail
- You have completed a study in the direction of Tourism / Hospitality
- Experience in hotel reception is a must, experience in boutique hotels is a plus
- Knowledge of hotel reservation system (Lodgegate)
- You have excellent communication skills
- You are flexible and are prepared to work in the weekends
- You have excellent knowledge of the Dutch and English language
- You are living in the Amsterdam region and are available on short notice.

Have we aroused your interest?

Tell us who you are and what you want to learn from us and how many hours you would like to work with us via a video or write your motivation in a short introduction and email your CV to hr@amstelhospitalitygroup.nl, and we will take contact you as soon as possible!