

## **Assistant Front Office Manager**

### **Tasks and responsibilities:**

The Assistant Front Office Manager is responsible for assisting the Front Office Manager. His/her assistance includes leading and managing all sections of the Front Office Department in order to ensure the highest standards. Him/her monitors the Front Office employees to make sure all guests receive prompt and personal recognition.

### **Who are you?**

- As the right-hand man of the Front Office Manager, you are partly responsible for the operation: among other things, checking in and checking out guests
- You have experience working in a hotel as a receptionist or as a shift leader
- It is no problem for you to work irregular shifts
- The job does not only consist of operational activities, together with the Front Office Manager you are responsible for all aspects that happen behind the scenes.

### **What do we offer:**

- Full time, one-year contracts
- Fair wages (all according to Dutch Law)
- Support with relocation and refund of airplane tickets
- Housing (deduction of 30% from the salary gross for its payment)
- Full insurance for employees
- 24/7 emergency assistance for international employees

### **How does it work:**

All interested applicants, with the right to work in the European Union are requested to send a CV and, if available, one or more letters of reference. Hospitality Hiring Europe will read them with great interest and in complete confidentiality. We will inform those who fulfill the criteria for the next steps.

### **The first phase:**

If your profile matches one of our vacancies, we will schedule an online meeting (Teams, Skype, WhatsApp, FaceTime, etc.). In this interview you can ask us all of your questions and all possible aspects of our cooperation and available positions will be discussed.

### **The second phase:**

If both parties are satisfied we will send you a contract (in English with a translation in your native language) for you to check. When everything is signed, you can schedule your flight to one of the closest airports (we will refund your ticket).

### **The third phase:**

In this phase you already signed your contract. Together we plan your relocation to the Netherlands and help you to get settled and arrange everything to start working at your new job! At the airport someone will be waiting to take you to your new (temporary) home. If you have any questions, please feel free to contact us. We look forward to getting to know you, digitally and personally.