



VACANCY ASSISTANT FRONT OFFICE MANAGER (M/F) APOLLO HOTEL AMSTERDAM

APOLLO HOTEL AMSTERDAM, a Tribute Portfolio Hotel

The Apollo Hotel Amsterdam is located at the heart of Amsterdam South with the Rai Convention Centre and World Trade Centre just a stroll away. Furthermore, the hotel is located near the Museum quarter and has an idyllic view over the canals. Whether our guest stay with us for business or leisure, we make sure they always return to us.

A TYPICAL DAY OF AN ASSISTANT FRONT OFFICE MANAGER

Together with the Front Office team you make sure that all the guests receive a unique experience and excellent service. Under the supervision of the Rooms Division Manager, you train and coach the team of supervisors, agents and interns. When you notice that some procedures are not matching the guests' expectations? Then you know exactly what to do. When the Rooms Division Manager is absent, you are fully responsible of the Front Office department. The Rooms Division Manager can always count on you. You can work with a flexible schedule and you react proactively on changes within the department. You deal with administrative tasks and you are closely involved in revenue maximalization by upselling, cost control and quality improvement. Every shift is a new challenge, but one thing never changes, you aim the highest quality and exceed the guests' expectations.

WHAT MAKES YOU A GREAT ASSISTANT FRONT OFFICE MANAGER?

- You're a wonderful team player;
- You always have the guests' interest in mind and will go that extra mile to surprise them;
- You get your energy from training and coaching your team and you are an inspiring motivator for your colleagues;
- You speak English, and preferably two other languages;
- You can work with a flexible schedule;
- You have finished a degree in Hospitality and have relevant work experience within the Front Office;
- You have knowledge of Opera? That is a great plus!

WHY IS WORKING AT APOLLO HOTELS SO GREAT?

Are you ambitious? Great! We would like to help you developing your current skills to a higher level. The Apollo Academy is our training program where you can develop your skills. We also have a fitness arrangement to keep you sportive and active! Furthermore, we also provide travel expense reimbursement and health insurance arrangements. Last but not least, you can enjoy special rates with all Apollo Hotels and Marriott Hotels. Even your friends and family get special rates!

A Tribute Portfolio brand, by Marriott International

Tribute Portfolio gives guests access to exceptional independent hotels around the world with all the rewards of Starwood Preferred Guest®. From boutique resorts to exciting hotels in choice urban locations, each Tribute Portfolio hotel offers inspired style and superior service. With Tribute Portfolio, owners can maintain their hotel's individuality while leveraging the power of Starwood's global infrastructure to help maximize returns. It's our celebration of individuality.

YES, THIS JOB IS MINE!

Yes! Are you our new team member? We would love to see your application. Please let us know how you would like to surprise our guest and make their stay unforgettable.

Do you still have questions or do you want to meet up? Ring **Annelly, Manon or Marte** in the HR department on 020-2070320