

Assistant Hotel Manager (multiple locations)

Are you ready to create an amazing environment where people can discover their purpose and change the world? Great! Then we're looking for you!

Multiple locations and now hiring for:

The Student Hotel Groningen (March 2019)

The Student Hotel Amsterdam (April 2019)

Biggest challenge and WHY do we need you?

Together with the Hotel Manager, you are responsible for every aspect of the hotel's operation. This goes way beyond old school reception duties: you and your colleagues are the hotel's super-skilled connectors and networkers and responsible for the hotel's seamless, smooth running. You know all the staff inside out (not literally, obviously) and are ready with a smile for colleague, guests and random strangers alike. You lead, coach and train the Hotel Team in our unique, fun TSH style.

What will you be doing to make that happen?

- Ensure front desk is tidy and has all necessary stationery and material (e.g. pens, forms and informative leaflets);
- Train, supervise and support office staff, including receptionists and night auditors;
- Responsible to make work schedules;
- Ensure timely and accurate customer service;
- Handle complaints and specific customers' requests;
- Troubleshoot emergencies;
- Monitor stock and order office supplies;
- Ensure proper mail distribution;
- Prepare and monitor office budget;
- Keep updated records of office expenses and costs;
- Ensure company's policies and security requirements are met;
- Manage employees and partners;
- You're the internal and external TSH networker. You connect with your guest community! You build direct relations with universities, companies, social organisations... you name it;

Background:

- A flexible, hands-on, motivated and positive approach;
- At least 2-3 years of (hotel) management experience;
- You love responsibility and handle stressful peak periods like a pro;
- Good communication skills in English (other languages? The more the merrier!);
- Hard working, responsible and "let's do this!" mentality;
- You build, lead and inspire motivated, happy teams like a natural;
- You're legally allowed to work in the Netherlands.

What do we offer you?

- An amazing work place to come to every day where you will experience a great team environment with a fantastic vibe and lots of positive energy.
- The opportunity to work at a dynamic, young, international organization. We are a real **game changer** in the hospitality industry!
- **TSH cares** and gives you access to facilities including a great canteen, gym opportunities and regular cool events.
- **Ready, set, grow!** You will get the chance to learn and grow in your role (with the potential for growth within and across the company) and collaborate with other talented people who challenge you everyday.

Be part of The Student Hotel!

Excited? We'd be thrilled if you would apply! You can do this by sending your CV/LinkedIn to jobs@thestudenthotel.com