



**FRONT OFFICE MANAGER  
LEONARDO HOTEL AMSTERDAM CITY CENTER  
FULLTIME**

Are you ready for the next step in your career and do you have the ambition to become a Front Office Manager? Then this is the right vacancy for you! We offer a fun and challenging Management role in Leonardo City Center, where we look for an enthusiastic and motivated colleague who manages and coaches the Front Office Team.

This 3 \*\*\* hotel is located in the center of Amsterdam, directly behind Leidseplein. The recently renovated hotel dates from 1808 and has 103 rooms and is easily accessible by public transport. Many guests have chosen this hotel because of its perfect location, near to all touristic spots in the city!

**What will your tasks be?**

- You lead a team of 9 employees in total, consisting of one Assistant Manager, 2 Supervisors and 6 employees, and you report directly to the Operations Manager;
- You work on the job with your team to make the guest experience even better;
- You actively contribute to the desk and you manage and coach the team on the job;
- You are flexible and you respond proactively to changes in staffing;
- You are responsible for the correct administrative handling of current affairs and you ensure that everything is well documented.
- Do you notice that some procedures do not fully meet the needs of the guest? Then you know exactly what it takes to set up new procedures;
- We also train you in the area of revenue maximization by familiarizing you with upselling, revenue, cost control and quality improvement. However, you do need your basic knowledge for this and a good dose of motivation to apply it.

**What do we offer?**

- Learning is important, which is why we offer training courses via our own Apollo & Leonardo Academy;
- You and your family & friends eat and sleep with a discount at hotels and restaurants of Apollo & Leonardo Hotels;
- Travel allowance, when living outside Amsterdam;
- Collective health and non-life insurance policies;
- Discount at various gyms with Bedrijfsfitness Online and we encourage sports initiatives among colleagues.

**Are you the one we are looking for?**

- Experience in leadership is required;
- You have experience within the Front Office of a hotel as a Supervisor or as an Assistant Manager.
- You speak Dutch and English fluently;
- You are proactive in making decisions and you are not afraid of taking responsibility;
- You get along well with a flexible schedule.

**Is this your dream job?**

Send your CV and motivation letter to [jobs@leonardo-hotels.nl](mailto:jobs@leonardo-hotels.nl) or call Janita at 020-2070320.