

Human Resources Trainee

Content of placement

As a Human Resources Trainee you will work closely with a team of 3 Human Resources professionals and share the office with Finance and IT colleagues.

Main tasks

You will support the Human Resources function in all aspects, such as administration, recruitment, payroll and training, depending on your previous experience.

Managerial responsibilities

There are various opportunities, such as onboarding, recruitment & selection, payroll and training & development. Based on your interests you can look into various HR aspects.

Skills & Qualifications

The successful candidate will ideally have a hands-on attitude, attention to detail and number accuracy. Microsoft skills are essential, with a focus on Microsoft Excel, Word and Outlook. You will need excellent communication skills and be able to speak to employees at all levels of the hotel. You will be fluent in Dutch and English. You will need to have strong organisational skills and the ability to multitask.

Rewards

This is an outstanding opportunity to join DoubleTree by Hilton Amsterdam Centraal Station.

Set in the heart of the historic city centre, adjacent to Amsterdam Centraal Station, the modern DoubleTree by Hilton Hotel Amsterdam offers stunning city views and extraordinary service.

- *€ 725 placement allowance per month*
- *Staff rate at Hilton Worldwide Hotels*
- *Friends & Family discount at Hilton Worldwide Hotels*
- *50% F&B in our hotel, at Sheraton Airport Hotel and a large part of the Dutch Hilton Hotels*
- *50% F&B discount in multiple well-known 4 & 5 star hotels within Amsterdam*
- *Free meals on Duty*
- *Free use of the Hotel Gym*
- *G-Star Raw Outlet membership*
- *NEMO – Free entrance for 4 persons*