THE ALBUS

RECEPTIONIST (PT)

The Albus is a 4-star boutique design hotel in the heart of Amsterdam, near Rembrandt Square and Muntplein, and offers 75 freshly renovated rooms. We pride ourselves on our superior service and going the extra mile for our guests and each other. Senses restaurant serves breakfast, a unique and creative lunch and dinner tasting menu, and all-day room service. Senses is listed in the Lekker500. On the ranking list Best Fine dining restaurants in the Netherlands 2021 from Tripadvisor we hold position. For many years we have been listed in the top 10 of the Amsterdam luxury restaurants.

Your responsibilities:
• Contributing to the daily operation within the reception team at the Albus. By providing "a sense of bliss", try to personally approach each guest and guarantee a special stay.
• Welcoming guests and providing them detailed information on the city of Amsterdam.
• Taking care of the VIP's and their associated programs.
• You monitoring the social media of the hotel actively.
• Administrative tasks such as registration of cash transactions and payments, checking
• eservations and handling guest requests and reservations via email.
• The front desk takes reservations department over in their absence.

From you we expect:
• Education in the Hospitality
• Experience within an FO team in a 4 or 5 star hotel
• Knowledge of Fidelio Suite 8 or Opera PMS or similar system
• Fluent in English (a second foreign language is a plus) and average in Dutch
• Knowledge of the city of Amsterdam
• An entrepreneurial and commercial attitude
• Good communicative skills
• A flexible attitude, willing to work in variable shifts
• Active and inquisitive attitude
• Living in the Amsterdam region

Look no further and apply! Mail your CV with photo and motivation letter to hr@albushotel.com. If you have not received an invitation within 5 working days, unfortunately you will not be selected for an interview. Acquisition is not appreciated and applications that do not meet the requirements profile will not respond.