



Conservatorium Hotel – Office Assistant

Office Assistant

We are currently looking for an Office Assistant to our Engineering department at the Conservatorium Hotel. In this dynamic role, you will support daily operations, serve as the first point of contact for both internal and external stakeholders, and manage multiple diaries.

What do we offer you?

- A salary in scale VI of the [Horeca CAO](#);
- Multiple additional benefits, such as supplemented staff meals, uniform/laundry service, ticket raffles and a 50% contribution to your pension fund;
- Travel allowance of €0,21 per kilometer for distances of 5 kilometers or more;
- Complimentary stays and discounts at different hotels;
- F&B Discount Card – discounts at restaurants at high-end hotels in Amsterdam;
- Discounted collective health insurance and weekly yoga sessions with our Office trainers
- An inspiring work environment where we focus on work-life balance and continuous development through coaching and training. During your time with us we will support you in every new step of your career!

What will be your role?

As Office Assistant you will support the engineering department with running the daily operations within our 5-star luxury hotel. You act as the first point of contact for internal and external stakeholders. You manage multiple diaries and organise meetings and appointments for your colleagues.

Furthermore, you are the central figure in the engineering department that holds responsibility over record keeping and maintenance of departmental procedures. Tasks related to this are: compiling reports, presentations and correspondence; managing databases; maintaining and introducing departmental procedures; liaising between the engineers and external contractors and suppliers.

In addition, you support the Director of Engineering with daily planning, such as diary management and travel arrangements.

What will your 5-star luxury working environment look like?

Joining our Engineering department means working in a dynamic environment that challenges and supports its team members. The engineering team consists of skilled carpenters, painters and maintenance engineers.

Our building, over 100 years old, offers exclusive spaces for the engineering team, revealing a fascinating behind-the-scenes world beyond guest rooms and public areas. As a small team, we ensure the hotel maintains its pristine appearance, making it look as luxurious and inviting as the day it opened.

Who are we looking for?

Our new Office Assistant is reliable and enjoys working in a close-knit team within a lively 5-star luxury hotel. We are looking for someone who is proactive, supportive and willing to take the initiative with new projects.

Furthermore, you have/are:

- At least 1-2 years of work experience in a similar role;
- Available for 3 or 4 days per week;
- Organisational skills and proven ability to multitask;
- Proficient in both Dutch and English;
- Proficient with Microsoft Office;
- An interest in technology and/or real estate.

Are we your next destination?

Apply through this website and let us know why you are interested! We look forward to seeing your application.

For any questions, reach out to us via +31 (0)20-570 0043.

Please ensure eligibility to work in the Netherlands and secure housing in Amsterdam prior to applying. Due to high application volume, we will respond only to candidates meeting these criteria. By applying for this vacancy, you consent to the collection, processing, and storage of your personal data for the purpose of recruitment and selection. Your information will be used solely for assessing your suitability for the position and will be kept confidential. If you wish to withdraw your consent or request the deletion of your data at any time, please contact hr@conservatoriumhotel.com.

<https://www.conservatoriumhotel.com/>