

corporate housing factory

Vacancy Reservations & Sales Coordinator

Reservations & Sales Coordinator

Looking for your new challenge in hospitality? We give you the unique opportunity to become a Reservations & Sales Coordinator at an ambitious and growing company in the serviced apartments industry!

What will your day look like?

As a Reservations & Sales Coordinator, you deal with ringing phones, e-mails with requests, and most importantly, a whole lot of satisfied clients! Here are your tasks in brief:

- **Bookings** – You take (reservation) requests and adjustments, for our own properties as well as those of our partners, and handle them in a professional manner. This process starts from picking up the phone to the administration of the requests, reservations and invoices.
- **Relationship management** – You maintain contact with our accounts, relocators, partners and guests and put a smile on everyone's face.
- **Inventory & revenue control** – You will ensure the optimal availability of both our own properties and those of our partners. In addition, you will also ensure the highest possible conversion through price offerings and availability.

Who are we?

We are **Corporate Housing Factory**, since 2013 we are one of the largest providers of *serviced apartments* in the Netherlands and one of the few that mainly serves business clients. Together with our second label **ServicedApartments.nl**, the booking platform for serviced apartments in the Netherlands, we are a prominent player in the rental of temporary apartments to expats who come to the Netherlands for a short or longer period of time.

Our sunny office can be found at the always dynamic Zuidas in Amsterdam, here we are with a small but fast-growing team! As a Reservations & Sales Coordinator, you will be working in the 'green corner' of our Commercial Desk Team, a small team that works together every day to push the boundaries within the serviced apartment sector. Besides the fact that there is a lot of laughter, the most important member of staff always drops by every fifteen minutes: our trusty kettle. Your hospitable colleagues make sure that your cup of tea never gets cold!

Who are you?

The position of Reservations & Sales Coordinator is very social and dynamic. Depending on the day, the pace can be fast, which means that it is important that you can anticipate and be there for the team. At other times, it is important that you are patient, for example when dealing with a complaint. In short, it is important that you are adaptive and enjoy working with your team! To complete the picture, you have:

- A bachelor's degree;
- A very good command of both Dutch and English;
- Experience within the hospitality sector.

What do we give back?

Based on a 40-hour work week, you can count on the following:

- a salary indication of €2300 - €2700 per month;
- travel allowance;
- 25 vacation days;
- free use of the gym in New Amsterdam (the office building);
- a fortnightly massage while at the office;
- a Headspace account for less stress and more progress;
- team events and weekly drinks;
- a pleasant and informal working atmosphere in which you can learn a lot.

Are you enthusiastic?

Grab this opportunity now and send us your CV via werken@corporatehousingfactory.com!