

VACANCY

COMMERCIAL DESK INTERN

M/F FULL-TIME

corporate
housing
factory

Corporate Housing Factory is one of the largest providers of Serviced Apartments in the Netherlands and one of the few that exclusively serves corporate customers. Our concept offers the modern business traveller a pleasant home combined with the service and comfort of a luxury hotel. We believe in creating a real at home feeling. Watch [this video](#) to learn more about what we do!

What are you going to do?

During your internship at Corporate Housing Factory you will be part of the Commercial Desk Team and directly support this dynamic department. Together with the team, you are responsible for the bookings that come in for the labels Corporate Housing Factory and ServicedApartments.nl. We give guidance throughout with the tasks, though your own initiative and input is also appreciated. The responsibilities are as follows:

- **Bookings** - accepting and handling all (reservation) requests and adjustments for both our own properties and partners or supply chain via email, online or by telephone;
- **Bookings administration** - ensuring efficient and correct administration of all requests, reservations and invoices;
- **Inventory Control** - optimising the available (online) offer in own properties as well as with partners, supply chain;
- **Revenue Control** - trying to get the highest possible conversion through price offers and availability;
- **Customer Contact** - maintaining daily contact with accounts, relocators, partners and guests and handling any complaints regarding reservations.

Who are you?

- You are following a business/hospitality related study;
- You have a good command of both Dutch and English in word and writing;
- You are representative at all times and have strong communicative skills;
- You are professional in your working method and towards clients;
- Hospitality is in your genes;
- Preferably, you live in Amsterdam or the surrounding area.

About our team

You will work within a young and enthusiastic team where people work very hard but also have a lot of fun. Moreover, you will work in the always dynamic and trendy Amsterdam Zuidas. Yet another reason to apply!

Are you excited?

Then grab this opportunity to work with a young professional organisation and send your CV and cover letter to Eva van Zijl at werken@corporatehousingfactory.com.

