

THE ENTOURAGE GROUP

JUNIOR PERSONAL ASSISTANT

THE ENTOURAGE GROUP is an unexampled hospitality imperium, creating and building internationally acclaimed concepts. The brainchild of creative entrepreneur Yossi Eliyahoo 'Hospitality Entrepreneur of 2015', THE ENTOURAGE GROUP's story began in Amsterdam in 2008 with the launch of MOMO, a sophisticated Asian-fusion restaurant, bar and lounge that immediately established itself as the go-to venue for local and international tastemakers. The success story continued with the creation of A-list favorites such as IZAKAYA, THE BUTCHER, THE BUTCHER Social Club, SHIRKHAN, THE DUCHESS, MR PORTER, MAD FOX club and just recently Toni Loco. www.the-entouragegroup.com

The job

As a Junior Personal Assistant, you will be working closely with and under the supervision of Bianca Berendsen- Executive Assistant of The Entourage Group. You will be part of the head office team working directly for the owners and your job is to enhance their effectiveness by providing information, management support and performing secretarial and organizational activities on a high level. No day is the same and you need to be able to come with quick solutions, willing to do (heavy) physical work, fix problems and have fun working with people.

Your main responsibilities are:

- Scheduling and calendar gatekeeping;
- Booking flights and take care of travel arrangements;
- Booking hotel and restaurant reservations for important VIP's;
- Arranging conference calls and meetings;
- Invoices and expenses;
- Drafting minutes of operational meetings;
- Making daily notes and keeping tracks of daily action points;
- Putting together presentations;
- Running errands – organize/sending packages and deliveries;
- Keeping track of stock;
- Maintaining correspondence, drafting letters and documents, collecting and analysing information and translate Dutch to English or vice versa;
- Assisting in any personal matters;

Personal profile

We are looking for a jack-of-all-trades, who is detail-oriented and highly organized. Who always maintains a positive and consummately professional demeanor, with the ability to instill the trust and engagement of others. Our Junior Assistant has to be calm under pressure, has to be capable of thinking on their feet in crisis but is also confident enough to delegate upwards on their boss's or supervisors behalf. Furthermore, our ideally Junior Personal Assistant is someone who understands The Entourage Group organization goals, who is willing to work hard, but will be a part of something amazing.

Job requirements

- A College degree or Associate degree;
- Driver's license and experience with driving through Amsterdam;
- Living in Amsterdam;
- You are able to do (heavy) physical work;
- You are able to coordinate maintenance in apartments;
- Affiliation with hospitality branch;
- You are fluent in English and Dutch;
- You have excellent communication skills;
- You work well in a rapidly changing environment;
- You have excellent organizational and administration skills;
- Attention to detail;
- Experience in similar position is a pré;
- No 9-17 mentality, flexibility and being on call is a must;
- You are discrete with confidential information;
- Being right the first time.

Interested?

Please send us your CV and motivation to careers@the-entouragegroup.com
Or take a look at our website and social media channels for more information!