



JetSupport provides technical services and support for business aviation. We focus on flexibility, transparency and a personal touch. We continuously improve our operations to meet and exceed the needs of our customers. Our technical services are customized for the most popular business aviation aircraft types. Our customers' value maximum aircraft availability which we provide by conducting preventive and corrective maintenance. We also facilitate special projects, ranging from small modifications up to complete avionics retrofits. Our service center operates 7 days a week in two shifts.

Our business, operations, as well as the team are constantly growing. We are currently looking for new team members to join our reception team and would like to invite candidates to apply a position of:

Receptionist

Part time (30 hours per week) – Schiphol – Amsterdam

Description:

Our reception works in two shifts, starting 7-13.00 and 13.00-19.00. As a receptionist you are the first point of contact, you communicate with visitors of the company, clients and employees. You manage reception, answer the incoming calls, keep the meeting-agenda in order, you take care of lunches, order flowers, office supplies, and think along to ensure that everything is arranged down to the last detail. You can easily switch between different tasks, enjoy vibrant atmosphere and dynamic working environment. You work in close cooperation with employees of the Operations department, Office Manager and the management of the company.

The Successful Applicant:

- 2-4 years of experience in excellent service provision. Experience within an international environment;
- Relevant education level (MBO). Professional training in Reception and/or administration management is a plus;
- Excellent communication skills; fluent in Dutch and English Language: both speaking and writing;
- Good knowledge of MS Office, MS Outlook, MS Teams;
- A representative appearance as a hostess/host;
- Hospitality, proactive working attitude, thinking in terms of solutions, customer orientation; attention to detail and ability manage the full scope of reception activities:
- Living in the area of Amsterdam/Schiphol;
- Willing to travel to work by public transport;
- Immediately available during office hours.

This is our offer:

Upon joining JetSupport, you will work in a motivated team, eager to grow. At JetSupport, we value freedom and responsibility and empower employees to make the right decisions.

If you are interested and meet the skillset above, please send your CV and motivation letter before 30 September 2021 to e-mail to recruitment@jetsupport.nl with the "Receptionist" in the subject line. Please, indicate your shift preference in the motivation letter.