



Spaces is coming to a location near you. We are an Amsterdam born, fast growing company with ambitious global expansion plans. Spaces creates an inspiring environment where people can work, meet with clients, network at one of the many organized events and enjoy a really good cup of coffee or a healthy lunch. We provide a wide variety of services such as meeting rooms, co-working, offices and a barista café. This allows our members to focus on getting down to business.

At Spaces we aim to contribute to a more enjoyable work life. Our work environments are designed for people who loved to be inspired.

What do we do?

Beautifully designed workspace.
A program of interesting business events.
A share & participate principle.
A successful community of entrepreneurs.
Flexible contract terms.
Excellent reception services.
Fully equipped meeting rooms.
Beautiful social area to relax and host guests.

Our Values.

A sincere personality with....

1. Energetic attitude; we have a positive & dynamic spirit and an appetite for success.
2. Inspirational style; we are inspired by culture & design, art & creativity with an eye for quality and details. We aim to inspire our members and create an environment where they can develop ideas.
3. Genuine service; we go the extra mile because we want our members to feel good, surprise them and make them feel genuinely welcome. We give every member personal service and treat everybody as we would treat a good friend.
4. Star reaching; we always strive to do better than good, think of new ways to service our members. We have an honest belief in long-term relationships.
5. Smart & innovative thinking; we believe "traditional thinking" should be forbidden and always think of new and better ways to service our customers. We use technology to simplify our lives.

We are looking for an Area Manager to lead our team.

As Area Manager you will be responsible for Sales, the day to day management and commercial success of your Spaces location. This full time position will report directly into the Area Director. Spaces success is founded on establishing a collaborative environment; it is the people and what they do in the space that truly matters. Together with your team, you set the tone and create a lively and enjoyable working environment for all businesses, big and small. We want you to take the lead in encompassing all that makes Spaces, Spaces. We are looking for a born networker who has the natural ability to inspire and enthuse whoever they meet and who ooze the Spaces brand essence.

The Job:

As a successful Area Manager, you will be outgoing, self-motivated, a key leader and driver of growth for your Spaces location. Your primary responsibilities will include:

Create a collaborative community

- Build a Spaces community by collecting success stories, organizing events and meetings and by understanding your members' business to enable you to connect them to like-minded people.
- Collaborate with the Spaces community in your location, ensuring expectations are met and new

expectations are uncovered which enhance the community experience;

- Keep abreast of the local market by attending networking events and building strong channel relationships with commercial brokers, local businesses and potential partners.
- Leverage centralized marketing tools and resources and work alongside our central marketing team to execute a marketing plan which includes attendance at local events, establishing local partnerships and providing content for online postings and directories.
- Keeping everyone happy and running a good ship
- Responsible for the quality of the daily operational execution;
- Direct relationship with all members and clients
- Manage a small team whose primary target is to connect members, deliver excellent customer service & organise/manage in house events.
- Set clear objectives for the team and communicate your business plans;
- Motivate the team to provide an enjoyable and productive place to work;
- Lead by example and create a strong ethos of customer service throughout the team;
- Optimize the service level at your location for meeting rooms, common areas and reception services
- Recruit, induct, train, develop and lead a high performing team;
- Speak up – be the eyes and ears in the centre, if there's a better way to work – we want to hear about it
- Coach, inspire, and teach your team in innovative and creative ways to build creators, leaders and self-starters who can grow with the company

Filling the place up

- Maximize revenue opportunities for office sales, meeting rooms and memberships;
- Give tours to prospective clients, with a goal of converting prospects into customers by effectively listening and selling the product range;
- Promote Spaces at events and in your network and bring community events to Spaces In conjunction with central and local marketing teams deliver a consistent customer experience and maintain the integrity of the Spaces brand.
- Organise and conduct regular presentations to local companies, associations and potential local business partners with an aim of generating leads and building the Spaces community;
- Consistently produce referral business from a portfolio of local accounts, partnerships and neighbouring businesses with a clear focus on generation of business revenue streams across all products Effectively manage leads and continuously updates Salesforce throughout the sales process to close of deal;
- Create and provide weekly and monthly performance reports (occupancy, leads, satisfaction surveys etc...)
- Control cost & Identify savings and opportunities to optimise profitability

We ask:

1. Minimum of 3 years work experience in a sales role with a successful track record
2. Positive/winning attitude are essential
3. Excellent standard of spoken and written English
4. Good working proficiency of MS Word, PowerPoint and Outlook
5. You enjoy providing the best possible customer service
6. You have an outgoing personality and you take good care of your appearance
7. You are customer focused, hospitable and an enthusiastic team player
8. Accurate, efficient and proactive character
9. A social, passionate personality with a hands-on mentality and approach
10. Resident of the country this role applies to

We offer:

- An inspiring work environment
- Excellent working and salary conditions

- The best coffee
- A 42 hours per week contract from Monday to Friday (at times you will be required to work flexibly e.g. to support and host Events)

What's next?

Do you think you have something to contribute to our concept and do you feel you would fit into our team? If yes, please Apply.