



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, coworking, 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 a Community Manager to complete our team.

As Assistant Community Manager you will assist the General Manager/ Area Manager running the daily business. This full time position will report directly to the General Manager/ Area Manager. Our operation consists of offices, members and meeting rooms [include additional product /services if offered]. Together you will create a collaborative community environment through hosting a variety of events and building relationships between members. You will ensure the building is fully operational and processes are running smoothly.

The Job:

- Manage the building operations and maintenance to ensure members have a trouble-free, first class experience
- Update and implement operational processes and procedures
- Optimize the service level at your location for meeting rooms, common areas and reception services – ensure all common areas are in keeping with Spaces high standards of styling and amenities
- Monitor the meeting room agenda and act as a host for our Business club and events
- Deliver a range of community initiatives designed to develop connections between members; this includes but is not limited to - an exciting calendar of business and social events, email and print communications
- Solve member related issues in a timely and efficient manner
- Manage member I.T. support requests, seeking support from the Regional I.T. Manager where needed
- Conduct tours for prospective customers



- Manage keys and badges (activation/ deactivation) for members
- Manage member check-ins and departures
- Assist with move ins and move outs; prepare and distribute member welcome packets
- Handle all daily incoming and outgoing mail for members
- Responsible for opening the centre in the morning and closing the centre at the end of the day

We ask:

- You have a minimum of 5 years work experience in the hospitality, serviced office or events industry with a link to media, fashion or design
- Advanced qualifications preferred
- You have an excellent standard of spoken and written English
- You have good working proficiency of MS Word, PowerPoint and Outlook
- Good knowledge of Google Drive and Salesforce is a plus
- You are an accurate, efficient and proactive character
- You enjoy providing the best possible customer service
- You have an outgoing personality and you take good care of your appearance
- You are customer focused, hospitable and an enthusiastic team player
- You are a social, passionate personality with a hands-on mentality and approach
- You are a resident of the country this role applies to
- You have local area knowledge

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 may 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.