

Carhartt is the original US workwear brand that has been creating high quality workwear since 1889 to serve and protect hardworking people. Our products are robust and excel in durability, comfort, functionality, fit and styling. Customers and craftsmen appreciate our products and have often been fan of our legendary American brand for many years. Our products can be used for many (professional, crafts and active outdoor) activities and can be worn during and after work.

For our Facilities team at Carhartt EMEA/PAC, we are now looking for a

Receptionist

The Receptionist is responsible for greeting and welcoming visitors, keep the reception area well organized, handle incoming and outgoing packages and support the Office Manager in a variety of tasks.

Duties and Responsibilities:

- Greet and welcome visitors with warm and professional demeanor at the reception area (main entrance 2nd floor).
- Answer and direct general Carhartt phone calls, taking messages if needed.
- Maintain a clean and organized reception area, ensure packages etc. are timely picked up and/or stored by staff.
- Handle incoming and outgoing (postal) mail and packages; check postal box on a regular basis.
- Provide general information and assistance to visitors and to staff.
- Manage general company meetings and coordinate meeting rooms.
- Assist in food preparation for events and/or planned meetings if needed.
- Maintain cleanliness and organization of the kitchen and dining areas.
- Reorganize, fill, start and empty dishwashers.
- Ensure proper storage and handling of food items.
- Weekly check of refrigerators for expired dates on food items.
- Assist with kitchen inventory management and stock replenishment.
- Follow food safety and hygiene standards.

What do you bring to the table?

- At least MBO 2 in a related discipline (hospitality).
- 1-2 years of experience in a receptionist and/or operational company canteen role.
- Excellent communication and interpersonal skills; experience in a hosting role.
- Ability to multitask and prioritize tasks effectively.
- Strong verbal and written communication skills in English (business level) and Dutch (proficient level), proven ability to communicate with all levels including management.
- Excellent organizational skills with demonstrated ability to prioritize workload and attention to detail
- Flexible and proactive in organizing office events.
- Ability to work in a team environment with coworkers and internal/external customers.
- Available to work in the office for 5 days per week.

What do we have to offer?

Carhartt is a family-owned company for 135 years now and stands for transparency, honesty, authenticity, and respect. The Carhartt EMEA/PAC team currently consists of around 80 associates. We offer a 37-hour week, a hybrid way of working, a strong employee benefits package, 25 leave days per year. We supply you with home office equipment in case you would like to work from home for part of the workweek. Finally, we have a great EMEA team that you will join in our beautiful office in Amsterdam-Oost!

Employee Benefits:

Salary range for this role: €2.850 - €3.250 gross per month

We offer a performance-based bonus, non-guaranteed, based on (global) company/team/individual annual goals.

We start with a 7-month employment agreement, followed by a 1-year agreement.

Please note that we are Carhartt workwear and *not* Carhartt Work in Progress, which is a different company and not part of the original Carhartt brand.

Application process

We will (only) contact candidates with a suitable background (see entry requirements) and potential match for this role who live in the greater Amsterdam area. Please apply with your CV (Resume) and motivational letter via LinkedIn.

The first interview will be online (via Teams), the second interview will take place at our office.

Interested? We would like to hear from you!