

Renaissance Amsterdam Hotel – Maintenance Admin Intern

DISCOVER THIS WAY

Are you looking for a diverse, international and professional working environment?

Would you like to work in a dynamic and supportive team with excellent opportunities to learn and grow?

The Renaissance Amsterdam Hotel is looking for you as a **Maintenance Admin Intern**!

What are my responsibilities?

As a Maintenance Admin Intern, you will support the Engineering team with the administrative processes that keep our hotel running smoothly. You will gain valuable insight into the behind-the-scenes operations of a large hospitality environment while working closely with experienced engineering professionals.

Your responsibilities will include assisting with the organization and maintenance of technical documents, supporting the administration of maintenance requests and work orders, and helping to keep records, reports and compliance documentation up to date. You will also assist with inventory tracking of technical supplies, support invoice processing and help ensure that important information is accurately recorded and easily accessible.

During your internship, you will develop your organizational and administrative skills while gaining a better understanding of building operations, preventive maintenance and the important role the Engineering department plays in creating a safe and comfortable experience for our guests and ambassadors.

What makes you the perfect fit?

- You are detail-oriented, organized and enjoy working with administrative tasks.
- You are comfortable working with digital tools and systems, or you are a quick learner.
- You have good communication skills and can communicate fluently in English (Dutch is preferred).
- You are proactive, curious and eager to learn more about hotel operations.
- You are flexible and able to work independently as well as part of a team.
- You are available for an internship period of 5 to 10 months.

What do you get in return?

- A trainee allowance of €1.000,- per month.
- An inspiring and professional environment that nurtures creativity and personal development.
- An international and dynamic team.

- A complimentary and delicious meal in our Staff Cafeteria.
- Participation in our Intern Meetings to share your experience and learn more about the possibilities within Marriott International.
- Personal coaching to support you in your day-to-day job and lots of development and training opportunities.
- Special Associate Rate discount available for Marriott and Archer products worldwide.
- A TakeCare program, which means you can participate in our fun workshops, trainings and charitable work, and much more!
- A uniform which will be dry-cleaned by the hotel.
- Career possibilities within Marriott International.
- As part of our culture we celebrate recognition and organize many social activities, such as our Associates Appreciation Week, yearly Staff party and Team outing.

*Curious to join a team where sustainability and hospitality go hand-in-hand? Apply now and be part of something special. We are proud to be recognised as **Europe's Leading Sustainable City Hotel 2025**, and we are committed to continuous improvement: environmentally, socially and culturally.*

The Renaissance Amsterdam Hotel is an equal opportunity employer, and we welcome all applicants who want to grow with us.

<https://www.marriott.com/en-us/hotels/amsrd-renaissance-amsterdam-hotel/overview/>