

ZAV-IPS Berlin Brandenburg

The BLEICHE RESORT & SPA is an individual entrepreneurial private house, which is oriented towards the needs of its guests. The allocation to "star and category segments" was deliberately omitted. In more than 20 years, the "Bleiche" with its property has grown into a year-round destination. It is easy to forget that the capital is just a good hour's drive away.

The 90 rooms, including 21 suites, are individually designed and equipped with collector's items. In addition to a library and bookshop with more than 15,000 books, the house has 9 restaurants ranging from elegant and noble to rustic and the typical Spreewald region style. The Landtherme covers 5,000 square meters and offers among other things 3 pools, saunas, Hamam, Spa cinema, numerous rest and application areas and a woman's Spa. Recently we received an award in the category Spa Design, which was awarded with the Wellness Aphrodite. While the little guests are lovingly cared for in the Villa Schmetterling, adults can start a tour through the Spreewald at the hotel's own barge harbour. Our gourmet restaurant "17fuffzig" was awarded with its first Michelin star. In its 2018 edition, Gault Millau awarded the "17fuffzig" gourmet restaurant 17 points.

We were only able to achieve all these successes thanks to our unique employees. In order to maintain this performance in the future, we are looking for motivated employees who have the desire and passion to work with us to make a difference - and ultimately to improve even further.

An exceptional hotel is looking for you to strengthen the team as a

Receptionist (m/f/d)

You inspire us:

- You should have good specialist knowledge, 2 years of professional experience and a pleasant telephone voice.
- After completing your vocational training, you will have gained initial experience in Front Office and Reservation.
- You are fluent in German and English, both spoken and written, as well as in the current version of the Fidelio IT program.
- You are characterized by an independent, decisive and responsible way of working.
- You enjoy working with people very much and they radiate from you.
- You are resilient, friendly and service-oriented with a feel for customer wishes.
- Organizational ability, pronounced communication skills as well as a clean, linguistic expression characterize you.
- Your strengths include a good overview of a strong company, an aura of calm and strength, a sense for the essentials and entrepreneurial action.
- You enjoy working in a team and are able to adapt to existing structures and contribute new impulses.

Your tasks:

- Your tasks include the professional acceptance of reservations, close cooperation with all departments of our company and the care of our guests.
- As a receptionist, you will be responsible for competent guest care and for checking in and out guests.
- You will be responsible for all reception correspondence.



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- You will be responsible for drawing up and checking reception-relevant lists as well as supporting room reservations.

We will inspire you:

- You work in one of the most beautiful, privately run holiday hotels in Germany.
- Tariff payment
- A lean management team and generally flat hierarchies
- A nice and open-minded team
- Appreciation towards all employees determines our daily cooperation
- An attractive package of benefits (e.g. use of the spa and fitness area, discounts on in-house treatments and services)
- A secure job in an expanding company

Have we aroused your interest?

Then we look forward to getting to know you personally soon.

Please send us your complete application documents stating your salary expectations and your earliest possible starting date.

For applicants from abroad: The ZAV-International Placement Service supports your jobseeking in Germany. We are a department of the German Federal Employment Agency. Our services are free of charge. Citizens of EU Member states may have the possibility to receive financial support (for example travel expenses, language course). For further information or assistance please contact us: ZAV-IPS-Berlin-Brandenburg@arbeitsagentur.de

Please quote the following number, when contacting us: BB-527-HOGA



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