



Receptionist (m/f) (ID: BY-472-HOGA)

4 star superior wellness hotel is looking for a receptionist (m/f) as soon as possible.

Tasks:

- Completion of any guest correspondence (brochure inquiries, offers, reservations, vouchers)
- Check-in and check-out of conference groups and individual guests
- Responsible leadership of the reception desk
- Room allocation in consultation with the housekeeper
- Training and training of new employees and trainees
- Treatment or forwarding of complaints
- Self-employed in shifts

Requirements:

- German and English skills at level C1 are required to practice the activity
- Good knowledge of customer service, correspondence
- basic knowledge of telephone service

Frame conditions and benefits for employees:

- Working hours: full-time, part-time flexible: early / late work (from 6:00 am to 10:30 pm)
- Permanent employment
- Friendly working atmosphere and fast integration into the team
- Regulated and flexible working hours
- Free use of our fitness studio and the bathing area
- 3 cars are available for private trips
- Free parking
- Food including drinks (payment in kind)
- Employee discounts for family members
- Help with finding accommodation

Location: Neustadt an der Donau Bad Gögging – Bavaria - Germany.

Please send your application in German or English to:

ZAV-IPS-Bayern@arbeitsagentur.de by referring to **BY-472-HOGA**

For further assistance, please contact us. We'll be happy to provide further assistance.

The International Placement Service Bavaria supports your job-seeking 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).