



Receptionist (m/f) (ID: BY-HOGA-622)

The hotel is a private residence and stands for a combination of a very attractive location on Lake Starnberg, an open, clear and elegant ambience and a young, highly motivated team.

Tasks:

- Creation of the daily closing
- Organization and ensuring a smooth process in the front office area (reservation, check-in, check-out, etc.)
- completion and monitoring of daily reservation and reception correspondence
- Daily check of the room arrangements
- Construction and constant updating / maintenance of a detailed guest file
- Daily information to GF and D.O.S. about arrival or birthdays of VIP or regular guests
- Responsible leadership of the reception desk
- Successful handling of customer complaints
- Provision and correct handling of foreign exchange
- Creation of the entire customer invoices
- Monitoring of cleanliness within the front office area, the entire lobby and the entrance area

Requirements:

- German language skills minimum B2
- Professional training as a receptionist is desirable
- Business thinking
- Kindness and good manners
- Flexibility
- Neat appearance
- Team spirit

Frame conditions and benefits for employees:

- Employment contract: unlimited
- Working hours: full-time (40 hours/week), part-time, night work
- Staff room or we are happy to help you with finding a flat
- Free meals, depending on the shift
- We are happy to assist you in dealing with authorities



Living and Working in Bavaria, Germany

Location: Feldafing, Bavaria, Germany.

Please send your application in German or English to:

ZAV-IPS-Bayern@arbeitsagentur.de by referring to **BY-HOGA-622**.

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).