

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

Deputy Reception Manager (m/f/d)

Your tasks with us:

- Active care of our guests
- The processing, construction and maintenance of a complete regular guest card index with the wishes and preferences of our guests
- Assistance in the organisation, management and control of the deployment of all employees, taking into account hotel occupancy and events
- Active cooperation at the reception
- The processing and control of the entire reception correspondence
- Creating occupancy previews and statistics
- Correct booking and control of guest invoices, deposit payments and debtor invoices
- Ensuring and monitoring the daily settlement of accounts
- The placing of repair orders
- Price agreements within a coordinated framework
- Active participation in department head meetings

You inspire us:

- You have completed an apprenticeship in the hotel and catering trade
- You already have some work experience
- You have skills, knowledge and abilities in the hotel and catering industry.
- You have an unobtrusive and correct appearance, calm appearance, security and competence.
- You use your opportunity to get into conversation with our guests
- You have an eye for loving details
- You have an orderly and reliable way of working



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- Flexibility, resilience, commitment, organisational talent and a quick grasp round off your profile.
- You have a very good German language skill (C1 or better), other languages would be an asset.

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-526-HOGA



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