7694 10299 Assistant Front Office Manager (m/w/d) Our employees are the heart of our success As an owner-managed company, we know that the success of our company is decisively influenced by our employees. That is why job satisfaction and the advancement of each individual are top priorities for Maritim. Our trainees are happy to remain part of the Maritim family even after their final exams, develop further with the Maritim Academy and often take on managerial positions after a short time. The Maritim Hotelgesellschaft and its subsidiaries in 36 hotels in 7 countries offer interesting tasks, good pay and great opportunities for advancement. Whoever works with us decides for lived hospitality and quality. You too can benefit from the extensive range of further training courses offered by the Maritim Academy, active participation through regular employee surveys and a good work-life balance. What are you waiting for? Apply now! Assistant Front Office Manager (m/f/d) Benefits up to 100% Christmas bonus Company pension scheme Employees and family & friends rate in our hotels Capital-forming benefits Career development Employees & trainees Events Corporate benefits Employee restaurant Your tasks Planning, organization and monitoring of the proper process on Reception Monitoring and ensuring excellent service quality Substitute for the front office manager when absent, processing information about event processes for reception Creation of the duty and holiday schedule Professional handling of guest feedback and solving minor challenges Creation of logistic statistics Training and coaching the team and our new talents Yours Profile You have completed vocational training in the hotel industry and several years of experience at reception Your German and English skills are good You are a passionate host You are a team player, have organizational talent and have an overview even in stressful situations Discretion, trustworthiness and reliability are a matter of course for you IT skills (MS Office, Oracle Suite 8 knowledge desirable) Contact We are happy to answer any questions you may have about the position, career and the company and look forward to receiving your application. Receptionist (hotel) None 2023-03-07 16:06:19.688000