2801 5406 Employee (m/f/d) reception Schmieder has been the regional specialist in the direct placement of commercial and technical specialists and executives for over 30 years. Just one application is enough to benefit from our large network.  
  
On behalf of our customer, we are looking for a part-time or full-time receptionist (m/f/d) in the Ravensburg area in 2-shift operation (no night shift, 5-day week with corresponding days off) as part of temporary employment. Ref 23112  
  
  
YOUR TASKS  
   
- Carrying out the check-in and check-out processes  
- Independent telephone or written correspondence - Reliable cash management and preparation of invoices  
- Working with booking systems and maintaining the customer database  
- Further support in day-to-day business  
  
  
YOUR QUALIFICATION  
   
- Successfully completed vocational training, e.g. B. Hotel specialist (m/f/d), restaurant specialist (m/f/d), travel agent (m/f/d), tourism specialist (m/f/d) or a comparable qualification  
- Gladly experiences at the reception, at the reception or in the secretariat  
- Good handling of common MS Office applications  
- Independent, service-oriented way of working  
- Confident demeanor and communication skills  
  
  
YOUR BENEFITS  
   
- Attractive further development opportunities  
- Working in an independent and collegial team  
- Intensive training for the area of ​​responsibility in an open environment  
- Company employee benefits  
- Modern workplace to feel good  
- Individual training and further education opportunities  
  
  
Have we piqued your interest?  
Please apply exclusively, quickly and discreetly via our application portal: www.jobs.schmieder-personal.de/23112  
  
If you have any further questions, Ms. Kemm looks forward to a personal conversation on 07502 9449-284. receptionist For more than 30 years, Schmieder GmbH has been successfully placing highly qualified applicants with companies in all sectors and sizes. We always find the perfect solution for both our clients and our candidates.  
  
As an applicant at Schmieder, you go through a personal and competent application process and benefit from the following advantages:  
  
- One application is sufficient  
  
- Large network of over 300 companies  
  
- Personal contact throughout the process  
  
- Assistance with questions about your application 2023-03-07 15:56:17.666000