8360 10965 Front Office Agent (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! Front Office Agent (m/f/d) Benefits up to 100% Christmas bonus Company pension plan Employee and family & friends rate in our hotels Capital-forming benefits Career development Employees & trainees Events Corporate benefits Employee restaurant Your tasks General reception activities during the shift in the early and late shift You will be responsible for receiving and looking after our national and international guests Checking in and checking out of our hotel guests Accepting and processing reservations when the reservations department is not manned You will check and process online reservations and guest files Your area of ​​responsibility will also include accepting and processing complaints Your profile You have completed vocational training in the hotel industry or experience at reception Your German and English skills are good You are a passionate host You are a team player, organizational talent and you have an overview even in stressful situations IT skills (MS Office, Oracle Suite 8 knowledge desirable) also possible part-time or as a working student 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 16:07:41.455000