8181 10786 Reception manager (m/f/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! Receptionist (m/f/d) Benefits Company pension scheme Christmas bonus Capital-forming benefits Employees and family & friends rate in our hotels Career development Maritim Academy Corporate benefits Employees & trainees Events Your tasks Accounts receivable processing and control Processing of no shows Consideration of upselling and next destinations - programs Participation in the creation of the lodging budget and the monthly forecast Responsibility for the proper cash accounting and cash balances Processing / forwarding of complaints Cooperation with the reservation and housekeeping departments Creation of lodging statistics Creation of duty and holiday plans for the reception department Participation in department head meetings Implementation of MOD services Your profile Completed training in the hotel sector Several years of professional experience in a comparable position Knowledge of employee management and motivation You value honesty and respectful cooperation Good foreign language skills Secure IT skills (MS Office) Discretion, negotiating skills Assertiveness Contact For questions about the position, career and We are at your disposal about the company and look forward to receiving your application. Receptionist (hotel) None 2023-03-07 16:07:19.566000