211 2816 Receptionist (hotel) (m/f/d) We offer you:  
Pay above the collective agreement depending on qualification from €13  
Holiday and Christmas bonuses  
A great working atmosphere characterized by humanity and friendliness  
Careful induction by a committed and competent team  
You are part of the hotel's own team and fully integrated into it  
Flexibility in working time planning  
Part and full time  
  
These could soon be your tasks:  
» You work at the heart of our house - as a friendly and competent contact person for our guests and visitors, you make sure that they feel that they are in good hands with us.  
» You are responsible for check-in, check-out, accounting and timekeeping.  
» You answer telephone and personal inquiries from guests and provide information about additional services.  
  
Your other tasks will include:  
  
• Acceptance, processing and control of incoming reservation requests, by phone and email  
• Creation and sending of reservation offers and confirmations  
  
What you should bring with you:  
You have initial experience as a receptionist  
You are a committed and open-minded personality  
You have good written and spoken German, English and more  
 Foreign languages ​​are an advantage receptionist None 2023-03-07 15:50:58.413000