7770 10375 Shiftleader Front Office (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! Shiftleader Front Office (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 You are responsible for ensuring that everything during your shift runs smoothly You take over the room allocation for our guests You take over the reception and the care of our national and international guests Professional check-in and check-out of our hotel guests Acceptance and processing of reservations when the reservation department is not manned You control and process online reservations as well as guest files too Your area of ​​responsibility includes accepting and processing complaints Your profile You have completed professional training in the hotel industry and already have experience at reception Your knowledge of German and English is good You are a passionate host You are a team player, organizational talent and also in stressful situations an overview 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 16:06:28.984000