

Welcome to southern Germany!

Internationaler Personalservice Baden-Württemberg



Bundesagentur für Arbeit

Zentrale Auslands-
und Fachvermittlung (ZAV)

For the restaurant of a privately owned 4 star hotel (44 rooms) with international guests, the ZAV seeks as a part of a project a

receptionist (m/f)

to strengthen the friendly and dynamic service team from the next possible date.

Your tasks:

- Professional and warm welcome of our guests, check in- check out during the late shift (2pm-11pm)
- Direct contact person for the guest, especially with regard to the service portfolio of the hotel as well as the support of VIP guests
- Acceptance and processing of reservations, guest correspondence
- Marketing our services on booking portals and on the Internet (Focus on marketing)
- Due to the fact that you will be working alone at the reception desk on a temporary basis, you should be able to take responsibility for the hotel.

Requirements:

- You have completed a training as a hotel manager
- Ideally, you have gained initial experience in a comparable position
- Committed, reliable and positive personality
- Well-groomed appearance and teamwork spirit
- Good MS Office knowledge, Fidelio knowledge would be desirable
- We require advanced German and English spoken and written skills, further knowledge of foreign languages is an advantage

Employers offer:

- A modern workplace in a friendly, great team
- Above-average remuneration with attractive social benefits in a Permanent employment contract
- Regular working hours without a partial service
- A diverse and charming environment with art, culture and history
- Accommodation can be provided for the first half year
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Place of performance: Schwäbisch Hall (Baden-Württemberg)

The federal state of Baden-Wuerttemberg situates on the south-west of Germany and is one of the economically strongest and most competitive regions of Europe. The labour market is stable and the necessity of skilled workers in a variety of branches continuously high.

The district of Schwäbisch-Hall belongs to the Heilbronn-Franken region. It is characterized by a healthy mix of tradition and business. The urban area offers good transport links and distinctive infrastructure in the northeast of Baden-Württemberg. The many castles and palaces, historical city centers, charming villages and attractive towns make up a rural tourism region with added value.

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Are you enthusiastic about this job?

Please submit your CV application documents in German (or English) to:

E-mail: zav-ips-baden-wuerttemberg@arbeitsagentur.de

Phone: +49 711 920 - 3282

Reference number: BW-SHA2-HOGA

If you have any questions, please feel free to contact us.

The Center for International and Placement Services (ZAV) is a special services division of the Federal Employment Agency. The ZAV recruits and places job seekers looking for employment in Baden-Württemberg. We offer international applicants free, independent advice on working and living in Germany, contacts with German employers, and job placement. We can offer consulting services tailored to meet your needs and many other services related to the German job market.