



## Head of reception (m/f) (ID: BH-340)

### Tasks:

- Organization, management and control of all employees' work, survey of hotel occupations and events
- Ensuring a smooth operation
- Constant monitoring of the occupancy of the rooms and ensuring the utilization of capacity and the processing of additional sales
- Processing and sending of guest mailings and online newsletters

### Requirements:

- Successfully completed professional training in the hotel area
- First professional and management experience in a comparable position
- Structured, goal-oriented, entrepreneurial and always guest- and customer-oriented work
- High degree of flexibility, self-initiative and creativity complete your profile
- German language skills at least C1, as well as other foreign language skills – English B2 level

### Frame conditions and benefits for employees:

- Employment contract: permanent
- Working time: Full – time, shift- work
- Diverse areas of work in which you can grow beyond yourself
- Dynamic and highly motivated team, which supports you in everything
- Free space, where you can bring your own creative ideas

**Location:** Close to Cham, Bavaria, Germany.

Please send your application in German or English to:  
[ZAV-IPS-Bayern@arbeitsagentur.de](mailto:ZAV-IPS-Bayern@arbeitsagentur.de) by referring to **BH-340**.

For further assistance, please contact us. We'll be happy to provide further assistance.