



People, Places, Passion, Profit – this is just a glimpse into the core values that Odyssey Hotel Group represent and stand for. We are one of the strongest and fast developing Hotel Operators on the European Market and we would like to follow this path, especially together with our associates.

At the same time we are a quite young company that started out in 2012 in the Netherlands and has gained international position.

Strategically well positioned and staffed with courage, as well as a lot of expertise from the Housekeeping to CEO, from caretaker to Controlling or in the area of Operations – we listen to what our associates have to say, they are not anonymous to us.

For our AC Hotel Mainz that launched in the summer of 2017, we are looking for a highly motivated host with a strong personality and hand-on mentality.

Our small but fine Boutique Hotel with historical façade has 58 individual rooms at its disposal, with classic interior design, two multifunctional conference rooms and a small but well-equipped fitness room. Apart from that, there is a great Adam & Eden Café, Restaurant and Bar with winter garden and a view of the Mainz Central Station.

We are looking for **Front Office Manager (m/f)** at the earliest possible date.

We expect:

- Excellent host qualities and being a representative of the Hotel
- Very good knowledge of MS Office, knowledge of Opera would be an asset
- Role Model for your associates as well as leading and motivating your team
- Implementation and securing the adherence to Marriott Standards, as well as constant training of your associates and trainees
- Efficient, transparent and close cooperation with all hotel departments
- Responsibility and delegation of the external room cleaning service
- You possess a natural sales talent - for our rooms and for our 2 conference rooms
- Handling of reservation enquiries, including all OTA and Wholesaler bookings
- Close cooperation with the Area Revenue Manager
- Inventory Management
- Commissions controlling
- Business administration knowledge
- Budgeting and business planning
- Staff planning and scheduling and drawing up holiday plans for employees
- Complaint management
- Organization and planning skills
- Sense of responsibility and decision making ability
- Ability to cope with pressure and flexibility
- Social and intercultural competence
- High commitment, initiative and dedication
- Entrepreneurial thinking and behaviour



What you can convince us with:

- you are highly motivated and only satisfied when your employees and guests are
- you are a team player with strong and empathetic personality, as well as positive attitude
- you have completed education in hotel industry, have several years' professional and leadership experience in lodging industry
- you speak German and English very well
- you are elegant, cultivated and smart
- analytical and economic way of thinking, as well as structured and target-oriented working method

Would you like to realize your full potential, jump in at a deep end and together with us position our Hotel on the market of Mainz?

We can offer you the following:

- Work in a constantly growing, dynamic and modern Enterprise
- Innovative and dynamic enterprise culture in a strong expanding group
- Creative, unusual ideas and suggestions for improvement are more than welcome
- Flat organization and communication at eye level are part of daily routine
- Special rates for associates and their families in over 6000 Marriott International Inc. Hotels
- We celebrate our successes!

Do you feel like joining our Team? We look forward to your application.

Please send your application to:

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AC Hotel Mainz