



Our roots are in Israel but our commitment is to the hearts of our employees, our love for creativity is reflected in the design of our hotels. If the hotel industry is the place you've always wanted to work in, then you've come to the right place. Wherever you start your career journey with us, all of Europe is open to you.

We are constantly growing - grow with us! We promote your career with our international Leonardo Academy. Experience our values individuality, naturalness and personal commitment.

To support our Front Office team throughout Europe we are looking for a

## *Front Office Management Trainees (m/f)*

(for a period of 12-18 months)

### *Your tasks:*

- personal and telephonic support of our national and international guests
- active support of the Front Office Team in shifts
- general administrative tasks (e. g. cash settlements, rooms division)
- implementation of the specific Leonardo Hotels philosophy in dealing with guests
- co-responsibility for the coordination of the processes at the Front Office after completed training period, in cooperation with the head of department
- takeover of small projects in the field „Rooms“

### *Your skills:*

- successfully completed studies or training with focus on hotel
- first experience at the Front Office or at a comparable area would be desirable but is not a requirement
- pleasure in dealing with guests and high service demand
- ability to keep the self-organization also in stressful situations
- excellent communication skills

Contact details

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- good English language skills, other language skills are an advantage
- identification with our core values: naturalness, individuality and personal commitment

## *Our offer:*

- systematic training
- development into a shiftleader position at the Front Office with excellent international career perspectives within the company
- crosstrainings after completed training, for example Reservation Department, Convention Sales or other desired departments
- personal development with the growth of our company and many career opportunities
- network all over Europe
- being connected via our internal social media platform LEAPP
- training and development programs of our Leonardo Academy
- bonus systems & Employee purchasing card
- employee and family & friends discounts for accommodation and F&B in all 170 hotels of Fattal Group
- employee meals in our canteens
- low hierarchy, respectful and open minded company philosophy
- provision and cleaning of the employee uniform
- and of course fun in your team because we have the #bestteamsever and our teams share with us on LEAPP #thisiswhyilovemyjob

Did we make you curious? Would you like to go on a journey with us? Then become a part of #beunique #beleonardo.

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