

# IT'S TIME TO TELL THE OTHER HOTEL THAT IT'S OVER.

Penta isn't like any other hotel you know. Difference drives us, in every corner of the hotel, in everything we say. Not difference for the sake of it, but because we recognise that this is what our customers – Penta People – truly want.

Take the Pentalounge. It redefines what a hotel lobby can be: fun, friendly, relaxed. A cocktail when you check in, a game of billiards, a heartfelt friendly greeting. When people connect with us, they come back for more. And we make sure we're relaxed and open, because it makes our guests feel relaxed too. We wear jeans and talk to each other like friends would, all the way up to the managing director. We are Team Penta.



**IF THAT SOUNDS INTERESTING, AND IF YOU MEASURE UP TO THE REQUIREMENTS BELOW, MAYBE YOU'RE OUR**

## **CORPORATE OPERATIONS COORDINATOR (M/F/D)**

### **OPERATING OUT OF OUR HEAD OFFICE IN FRANKFURT, THIS KEY PENTA INSIDER WILL**

- Establish strong relationships with new suppliers, and strengthen existing ones
- Support Europe-wide contract negotiations with major suppliers
- Prepare price analyses and demand forecasts under the guidance of the Corporate Operations Manager
- Prepare and document product standards for the entire company
- Keep a firm hold on all administration concerning product sourcing and standards
- Keep all product information in our online shop up to date and shiny
- Support the network and deal with queries and processes relating to products and sourcing (stock management, determining minimum stock levels, cost analyses etc.)
- Manage feedback and complaints concerning product standards
- Actively implement our product standards in all hotels
- Support the Corporate Operations Team (data analysis, feedback evaluation, statistics & reporting, general project support)
- Have the right product in the right place at the right time (no biggie, right?)

### **THIS IS YOU**

- You have a professional background in hotel management, tourism or consultancy along with a university degree (bachelor degree or equivalent)
- Experience in procurement, supply chain or product management is an advantage
- Strong communication skills in English and German (written and spoken)
- Very good knowledge of MS Office programmes
- You know your way around key hotel systems like Opera, Micros and so on
- Experience in keeping an open dialogue with interested parties
- Organisational skills and a creative approach to problem solving
- Good at handling numbers, methodical and results-oriented
- Experience of working in an international environment and comfortable in it

### **AND WE WANT YOU!**

Please send your complete application preferably by email to [jobs@pentahotels.com](mailto:jobs@pentahotels.com) with the words "CORPORATE OPERATIONS COORDINATOR" in the subject box.

Got questions? Just give us a call or check out [www.pentahotels.com](http://www.pentahotels.com), [www.facebook.com/pentahotels](https://www.facebook.com/pentahotels) or [www.instagram.com/pentahotels](https://www.instagram.com/pentahotels) We'll be happy to answer.

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#### **Penta Hotels Worldwide GmbH**

Mayfarthstraße 15-19 · 60314 Frankfurt am Main, Germany

Tel: +49 (0) 69 256699 851 · Fax: + 49 (0) 69 256699588 · Email: [jobs@pentahotels.com](mailto:jobs@pentahotels.com)

**PENTA  
HOTELS**