

I KNOW THE SECRETS OF A WHOLE CITY



Are you a social butterfly looking to spread your wings?

You'll be the go-to for the best places to eat, meet and play and the face and voice of one of our hotels in Europe as our **Front Office Receptionist**.

We need a multi-tasker with an infectious smile, who makes first impressions count – for all the right reasons! You'll be greeting new arrivals, organising payments, sharing local insights, juggling guest requests and phone calls and even playing peacekeeper to resolve issues – all with a breezy can-do attitude.

You'll be able to work independently but understand you're a key part of the team, step up and make difficult decisions, enjoy new adventures where every shift is different – morning, evening, weekdays and weekends - in the hotel's 24/7 cycle. And of course, spread those butterfly wings with impeccable grooming and presentation.

While a Microsoft Office geek is not a necessity some knowledge is an advantage. If you've had experience with hotel front office systems and knowledge of Protel/Opera that's also a plus.

FIND MORE

Recognized as a leading brand of premier quality, inner city apartment hotels, Adina Apartment Hotels offer spacious and stylish accommodation combined with lifestyle facilities. Adina is one of five established brands operated by TFE Hotels (Toga Far East Hotels), Australia's international hotel group headquartered in Sydney.

Naturally, **we're all about our people...** but it runs far deeper than that. At Adina Hotels, the team we're building is the number one reason why our people stay with us and feel part of an extended family. It's also why our guests book, repeat book, and love us. We love people with authentic charisma...if you've got that, we'll teach you the rest!

With currently eleven hotels in Germany, Denmark and Hungary and 50 properties in the pipeline for Germany and neighbouring countries by 2025, Adina provides exciting new career opportunities.

Are you ready to find more? Send us your complete application with preferred starting date and compensation details via e-mail to alindner@adina.eu

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10117 Berlin, Point of contact: Agnes Lindner, Regional Talent and Learning Manager