

# Your first EURES job Reactivate



## Job vacancy: Night auditor/receptionist in Berlin(Germany)

Number of available position: 1

## **General information:**

Location: Berlin (D)

Form of employment: **full time**Type of contract: **Permanent** 

Minimum monthly salary (Euro): from 1500 to 2000

## Job description:

Management at the reception of guests, check-in and check-out of groups and individual travelers • Professional reception and management of room reservations • Management of the reception desk • Issuing of individual invoices and verification of invoices issued • Preparation and monitoring of guests in arrival and correspondence • Management of requests related to the organization and realization • Desires of the guests • Management of the hotel bar: preparation of drinks and small snacks • Regular inspections throughout the entire structure

### **Requirements:**

#### ✓ General requirements:

- EU28 + Norway or Iceland citizenships\*
- Residence in any of the EU28 Member States + Norway or Iceland (outside Germany)\*
- Registered on Reactivate/YfEj platform with a complete CV in English

## ✓ Language knowledge:

Excellent written and verbal communication skills in Italian language. Intermediate
 German language, intermediate English language

### ✓ Other specific requirements:

Education and/or Experience:

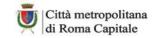
- Proficient in Microsoft Outlook, Microsoft Office,
- Able to satisfy customer's need as well as interest of the company.
- Ability to interact and communicate effectively













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## Procedure to participate in the selection:

To participate in the selection it is necessary to be registered on Reactivate/YfEj Platform: <a href="http://www.yourfirsteuresjob.eu/it/login">http://www.yourfirsteuresjob.eu/it/login</a>

The CV inserted must be written in English and COMPLETED in all the fields.

Once you are registered and you have COMPLETELY filled in your CV, please **send an email to jobmobility@cittametropolitanaroma.gov.it**, indicating "Night auditor/receptionist in Berlin(Germany)" in the object.

Only candidates registered with a complete CV and responding to the requirements will be contacted for the selection.

\* Nationals and/or residents in Norway and Iceland are eligible only for YfEj 5.0 (18-35 years old)







Programme "EaSi 2014-2020"



