

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

Procedure to participate in the selection:

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

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)**