

#### Address

Boutique Hotel Atrium  
Landwehrstr. 59  
80336 München

+49 (0)89 51 41 90  
+49 (0)89 53 50 65  
[career@atrium-hotel.de](mailto:career@atrium-hotel.de)  
[www.atrium-hotel.de](http://www.atrium-hotel.de)

#### Job Offer:

#### Supervisor Front Office

#### Hosting with Love. Hosting in Style.

As a brand-independent and privately managed hotel with a clear focus on cordiality, design and individuality, the Boutique Hotel Atrium Munich convinces with authenticity, high quality and loving details. Surrounded by two leafy gardens, our guests spend the night in the middle of Munich with open windows in complete tranquility and thus start a new day refreshed.

But without our team, it's all just smoke and mirrors - that's why we're looking for personalities who stand together and enjoy the hotel business together! Let's go!

#### This is what you will do:

- You welcome and farewell our guests and ensure a friendly and smooth check-in and check-out.
- During the entire stay you are the first contact person for our guests in all matters. Thus, you will play a key role in shaping the corporate culture of our hotel.
- You will support our reservations department in accepting direct reservations and checking payment guarantees.
- With professionalism and empathy, you will teach our trainees and new employees the work processes at the front office.

#### For this you bring:

- A successfully completed hotel management training
- Several years of professional experience in the front office or reservation department of a hotel
- Very good knowledge of German and English
- Hospitality, reliability and ability to work in a team

#### This is what you receive:

- Pay above the collective wage agreement
- Extensive voluntary company pension benefits
- Flat hierarchies and a familiar working atmosphere in a newly renovated individual hotel
- A workplace in the heart of Munich - only 5 minutes walk to the main train station

Become part of our team and get in touch with us!

We look forward to receiving your application including resume and references please.

[career@atrium-hotel.de](mailto:career@atrium-hotel.de)

