



ASS. FRONT OFFICE MANAGER

Stress? We only know...sunflowers! You just love a fast-paced “Hippie” environment: 114 rooms, an adult-only concept, 2 bars, 1 famous NENI restaurant. Welcome to Bikini! Throughout our 9-months season you and your (up to) 8 team members will be creating countless, yet for each guest individual first and last impressions. From a truly warm welcome, with plentiful hand-picked WOW-moments until a sincere goodbye, which invites for many returns. You are a genuine host, willing and able to show our guests & team why #LIFEISBETTERINBIKINI. With transparent, efficient and rapid communication, you guarantee flawless daily operations, while always watching out for improvements. On top, you are a master of organization and do not mind working with numbers.

WHAT'S WAITING FOR YOU:

- ⊕ Most colorful Design Hotel on Mallorca for individualists
- ⊕ Only opened in 2018 by the founders of famous 25hour Hotels
- ⊕ Growing and innovative hotel concept with new projects opening in the future
- ⊕ High occupancy throughout the season: always be in action, never be bored
- ⊕ On-fire team spirit with well-trained & ambitious colleagues
- ⊕ 9 months working contract, 5 working days/week, reporting of working hours
- ⊕ Great support from local HR team to find housing, to get your working permit...
- ⊕ Feel & act responsible! Be responsible! Let's make it ours.

WHAT'S IN YOUR LUGGAGE? YOU HAVE/YOU ARE....

- ⊕ ...experience in leading a Front Office team
- ⊕ ...solid knowledge of the reservation's department
- ⊕ ...a passionate host & role model
- ⊕ ...a team-player with hands-on mentality
- ⊕ ...a communicator & organizer
- ⊕ ...fluently speaking English, good German & Spanish skills – the more languages the better
- ⊕ ...striving in a multicultural, young & energetic team

WHAT'S YOUR JOB ABOUT?

- ⊕ Strategic & Operational Management of the Bikini Front Office
- ⊕ In charge of smooth daily operation, while meeting & improving our high-quality standards
- ⊕ Develop and implement new processes & create and sell new guest experiences
- ⊕ Be a host: be present for our guests and exceed their expectations
- ⊕ Be a team leader: hands-on mentality, working schedules, staff-trainings, motivate, escalate
- ⊕ Reporting to Rooms Operations Manager & General Manager
- ⊕ Keep yourself informed and share all relevant information with your team & the management

Do you want to become a Bikini ambassador? Apply with your CV including a letter of motivation and salary expectations. We are looking forward to all applications and remain for all questions that may arise:

work@bikini-hotels.com.