



ES TRENC  
MALLORCA

(PRE-OPENING)

# FRONT OFFICE MANAGER

(f/m/d)

## STRESS? WE ONLY KNOW SUNFLOWERS

Bikini Island & Mountain Hotel Es Trenc is opening in Summer 2024 on the south-east tip of Mallorca, in the tranquil village of Colònia de Sant Jordi – 130 guest rooms & suites, our new NENI Colònia de Sant Jordi, 2 bar outlets, a concept store & supermercado, spacious event & retreat areas and a luscious & magical garden area adjoining the Mediterranean sea.

You and your team 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 & passionate leader, willing and able to show our guests & team why #LIFEISBETTERINBIKINI.

Let's write the next Bikini chapter together and accompany every step of the pre-opening phase until the hotel opening and much further beyond.

## WHAT'S WAITING FOR YOU?

- 🌱 Brand new Design Hotel on Mallorca designed by Dreimeta
- 🌱 By the founders of 25hours Hotels
- 🌱 Enjoy onsite training and support from our long-term Rooms management team at Bikini Port de Sóller
- 🌱 5 working days/week with reporting of working hours
- 🌱 Striving for high-occupancies throughout our long season duration of up to 8 months: always be in action...
- 🌱 ...yet also time to relax. Depending on capacities you will be advised to take vacation days during the summer season
- 🌱 Great support from local HR team to find housing, to get your working permit...
- 🌱 Friends rates in partner hotels and discounts in all NENI restaurants
- 🌱 Feel & act responsible! Be responsible! Let's make it ours.

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

- 🌱 ...experienced team leader & striving in multicultural & energetic teams
- 🌱 ...solid knowledge of the reservation's department
- 🌱 ...worked with (some) of the following software before: Opera Cloud, HNS (OPB), DialogeShift, Straiv...
- 🌱 ...a passionate host & role model with a strong can-do approach
- 🌱 ...an empowering team-player with hands-on mentality
- 🌱 ...an honest communicator & well-organized multitasker
- 🌱 ...fluently speaking English, good German & Spanish skills – the more languages the better

## FROM PRE-OPENING TO OPERATIONS

- 🌱 In charge of smooth daily operations, 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
- 🌱 Be a manager: solve challenges, know your numbers & be our reservations manager's sparring partner
- 🌱 Lead job interviews and recruit & train your Front Office team
- 🌱 Keep yourself informed and share all relevant information with the entire hotel team
- 🌱 Report to our Operations Manager Rooms

Do you want to become a Bikini ambassador? Apply with your CV including a letter or even better video of motivation and your salary expectations. We are looking forward to all applications and remain for all questions that may arise: [work@bikini-hotels.com](mailto:work@bikini-hotels.com)