



Are you our new Front Office Manager?

You will be the first and last impression of the guest experience and will have to ensure a seamless stay for all our hotel guests. This position requires strong leadership, excellent people skills and a desire to drive the best front office team in an understated luxury hotel in Copenhagen.

What does the job entail?

- A smooth handling of all guests and guest requests
- Be proactive and be able to anticipate our guests' needs
- Thrive on leadership and employee development
- Run regular team meetings and run a tight schedule
- Take responsibility and always lead by example
- Support the culture and embrace the DNA of the hotel

What skills are needed?

- You understand the importance of guest relations
- You have min. 4-5 years of experience from a similar position
- Strong leadership skills, and a positive mindset
- Experienced in various administration tasks and reports
- Highly organized with an understanding of how to multitask, address and organize guests' needs; professional and quick response to change.

As a Front Office Manager, you ensure our front desk provides friendly, effective and professional service to all guests.

If the above job description seems like your next job, please send your résumé and a short application to job@hotelsanders.com

Deadline for the applications is the 15th February 2019 with ongoing interviews. Preferable start 1st March or April 2019.

We value each and every team member as a part of the Sanders family,
and we'd be delighted for you to join us.