



## *Hotel Sanders is looking for a* **FRONT OFFICE MANAGER**

Hotel Sanders is an informal 5-star hotel peacefully located in the historic part of Copenhagen behind the Royal Theatre. Hotel Sanders was named Hotel of the Year 2019 by Ahead Awards. Our cocktail bar TATA was named “best bar in Copenhagen” in 2019 and “best bartender in Denmark” in 2020 by Nordic Bartender’s Choice Awards.

We are now looking for a full time Front Office Manager to join our warm and welcoming Reception team.

As part of the front of house team at Hotel Sanders you will be one of the first point of contact for each guest. You will be always ensuring the outstanding guests’ care. You will be responsible together with your team to ensuring a seamless stay and good experience for every guest staying at Sanders, as well as guests visiting our outlets (bar/restaurant/special event) that you interact with. You will assist in organizing, directing and coordinating the activities of the Front Office. You will supervise the team members during their daily operations.

To become a part of our warm and vibrant home, we are looking for a person who has a highly passionate about providing an excellent service experience, can bring a warm and inviting personality, and has a high sense of responsibility. You have to be comfortable working independently and efficiently, taking on responsibility and administrative tasks, while providing an excellent service for our guests.

Discover more about Hotel at [www.hotelsanders.com](http://www.hotelsanders.com)

Follow us on [instagram.com/hotelsanders](https://www.instagram.com/hotelsanders) or [facebook.com/hotelsanders](https://www.facebook.com/hotelsanders)

Please send your CV to [job@hotelsanders.com](mailto:job@hotelsanders.com) or [kl@hotelsanders.com](mailto:kl@hotelsanders.com) as soon as possible if you want to be our new colleague.

We look forward to hearing from you.

