

Be the face of Wens Hotels this winter – Join our Front Office Team in Saalbach!

At Wens Hotels, we create unforgettable experiences for both short-stay business groups and leisure guests — all in the heart of stunning Austria. As the **first point of contact**, our Front Office team plays a crucial role in setting the tone for each guest's stay.

We are currently looking for an enthusiastic **Front Office professional** who is passionate about guest service, loves to take initiative, and enjoys working in a dynamic international environment.

What you'll be doing:

- Welcoming guests with a warm smile and helpful attitude, and providing information about the area
 - Handling check-ins and check-outs smoothly and efficiently
 - Managing phone calls, emails, and guest requests
 - Working closely with the team to ensure a seamless guest experience
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Who you are:

Organized & Reliable – You enjoy structure, stay calm under pressure, and keep the front desk running like clockwork.

Guest-Focused – You naturally put the guest first, going the extra mile to make them feel welcome and cared for.

Communicative – You speak English and/or German fluently and know how to communicate clearly and professionally.

Tech-Savvy – You're comfortable with hotel systems, emails, and basic administrative tasks.


Flexible & Independent – You're happy to work early mornings, evenings, and weekends — and you're confident enough to work solo when needed.

What we offer:

- A good salary
 - Free meals and staff accommodation
 - The chance to work in beautiful Saalbach
 - A hands-on work culture with room for personal growth and ideas
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What you bring:

- Experience at a hotel reception or in a guest-facing role
- Strong communication skills in English and preferably German
- A warm, service-minded personality (familiarity with front office systems is a plus)
- You're available during the winter season **01.12.2025 – 01.04.2026**

 Got questions or want to impress us? Send your CV + motivation letter or a creative video to: **HR@wenshotels.at**

Show us who YOU are – and help us welcome the world to Saalbach!

