



# Hotel MSSNGR

## **Join the Excitement at Hotel MSSNGR!**

Are you ready to step into the heart of innovation and hospitality excellence? Look no further than Hotel MSSNGR, the forefront leader in revolutionizing guest communication and enhancing the luxury resort experience across the globe.

Imagine being part of a team that empowers luxury resort hotels to establish direct connections with their guests through cutting-edge technology. At Hotel MSSNGR, we're all about creating unforgettable journeys, and you could be the missing piece to our puzzle.

Our cloud-based software opens the doors to seamless guest engagement through multiple platforms - from sleek smartphone and tablet apps to captivating digital signage and in-room TV feeds. Elevate guest experiences with features like hassle-free self-service bookings, personalized guest chats, and swift check-in/check-out services. Whether you're a small, intimate boutique hotel or a sprawling resort, Hotel MSSNGR tailors its solutions to your unique needs.

Embark on this exhilarating journey with us - a journey that began in 2012 and now spans nearly 500 hotels worldwide!

### **Position: Administration Manager (f/m/d)- Berlin Office**

Do you thrive on owning a diverse range of responsibilities? Are you a virtuoso at managing tasks with finesse? Hotel MSSNGR is seeking an Administration Manager to be the nucleus of our Berlin office. Step into a role that's both dynamic and pivotal, where you'll spearhead a medley of administrative functions. From meticulous monthly controlling and invoicing to orchestrating recruitment and HR management, your flair for precision and efficiency will be the cornerstone of our operations.

As a true multi-tasking maestro, you'll revel in the intense camaraderie of our team. Passionate about delivering excellence, you'll be the linchpin connecting us all, ensuring our European team's administrative needs are met with finesse.

**Your Responsibilities**

- Choreograph accounting, controlling, and seamless coordination with our tax office.
- Shape our team through skillful HR management and strategic recruiting.
- Manage licenses with dexterity, ensuring our operations remain seamless.
- Be the touchstone for all things administrative within our widely distributed European team.

**Your Skills**

- Revel in at least two years of experience thriving within distributed teams.
- Illuminate conversations with your impeccable oral and written English communication. German fluency is a definite feather in your cap.
- Embrace a work ethic marked by diligence and an unwavering commitment to quality.
- Embody curiosity, readily embracing new challenges and mastering fresh skills.
- Forge a lasting bond with this role, showcasing your dedication for the long term.
- Your enthusiasm for the world of hospitality is a delightful bonus we'd love to see!

**Perks and Benefits**

- Savor the luxury of 5 weeks of paid vacation, fueling your wanderlust.
- Bid adieu to mind-numbing meetings and say hello to focused productivity.
- Immerse yourself in a plethora of social events, from delightful team dinners to culturally enriching experiences and invigorating retreats.
- Embrace the true essence of remote work, where collaboration knows no boundaries.
- Embracing part-time engagement with open arms! Your minimum commitment is at a vibrant 60% of a full assignment.
- Join an extraordinary team that thrives on innovation and collective brilliance.

Are you ready to embark on this thrilling journey with us? Hotel MSSNGR welcomes your dynamism and passion with open arms. Join us in shaping the future of luxury resort hospitality!



*Equal opportunities for all. We strongly encourage applications from people with different backgrounds and experiences.*

Please apply through our online form:

<https://airtable.com/appmc8lDzkuGY6hGH/shrrJFoJR6LKYfTtS>