



EURES Vacancy Form

Employer

The employer is a registered Austrian company. It has a service agreement for personnel search via EURES with the AMS Austria.

Therefore, the NCO Austria will act as its representative.

As we have to attach great importance to the traceability and evaluation of the measures within the framework of the PMS, all applications will be preselected at minimum once by the AMS EURES Advisor and in the best case first by your EURES staff. In case of suitability the application will be forwarded to the employer. Therefore, direct contact with the employer will only be made at appropriate accuracy. If needed, we are happy to forward the data of the employer to you, but with the agreement that the data will not be forwarded to third parties.

Contact

All application documents for the pre-selection only via the AMS Austria. See contact in the section "application".

Description of Company

Businesses in tourism and the hotel industry - hospitality - in Tyrol - Austria

Job title

RECEPTIONIST m/f/d for hotels
with sufficient knowledge of German + English level B2
(very important to write and speak in these 2
languages - eMails, menu card, Daily information for
guests, complaints management)





Job description

AND they offer free accommodation AND free meals

Administrative office activities

Correspondence

International guests service

Guests check in and check out

Editing of reservations

Offering fast solutions

Reply to e-Mails

Write menu cards

Write daily information for guests

Manage complaints from guests

Skills

Completed vocational training

German and English language skills B2

Good sense of responsibility

Willingness to work weekends and holidays

Flexibility and sensitivity

Friendly, professional and competent appearance

Relevant computer application knowledge

Hotel software knowledge of advantage (for example Protel)

Working hours and place of work

- 40-48 hours per week, 5 to 6 days per week, including weekends



**Start date (and, if necessary,
End date)**

- Places of work: Companies in Tyrol with free accommodation and free meals

- Summer Season
- Beginning between May/June 2024
- Until September/October 2024
- This can be clarified with the company

Salary

- MINIMUM SALARY:
=> from 1st May 2024 there will be a statutory increase in accordance with the collective agreement.
But it is not yet known by how much!

- Depending on the level from 1.800 – 2.400 EUR gross upwards for 40 hours (net from about 1.455 – 1.770 EUR upwards!)
- Overtime compensation is calculated additionally
- Overpayment according to vocational training and professional skill is designated.
- Holiday and Christmas allowance extra (12th and 13th salary)
- Furthermore, free meals and lodging are offered FREE.

Other information

- Many employers are ready for overpayment if the skills are met by the worker (depending on education and work experience and is always negotiable with the



employer).

- According to the Austrian labour market law, 13th and 14th salary are aliquot.

- Please do not forget that accommodation and meals are free of charge with the wage offer.

- Maybe some ask for a small contribution for electricity, water and heating – e.g. 50 to 100 EUR. But these are new built staff houses!

- A work permit or free access to the Austrian labour market is required.

- If you are employed all year round, you are entitled to 25 working days of vacation. You acquire 2.08 vacation days per month. So with 5 months of work, about 10-12 days off.

- Some leisure time activities like treatments (spa/wellness, gym, ski day tickets...), can be bought price reduced or some are free for staff.

- High appreciation of the employees.

- Health, pension, social and unemployment insurance from the 1st working day.

- Regulated working hours and days off.

- Exact time recording.

- A working atmosphere characterized by respect and mutual support.





Application

Last day for application

31 May 2024

How to apply

Please send your CV and application form via e-mail
Tirol: Helga Steinberger - eures.tirol@ams.at

Contact person/ telephone number

Only via e-Mail

I

E-mail

See above

Other information

<https://ams.at/su/ii>

