

As a family-run company, the Investhotel Group operates 7 hotels in Germany. With hotel brands such as ibis Budget, Ibis, Mercure and Novotel, the hotel group provides inspiring and modern offers for all travellers.

Join our team and help us shape the future!

As our part-time team assistant (m/f/w), you will work in our Head Office in Berlin Mitte

Your tasks:

- You will formulate and place job adverts and take care of communication and deadline tracking in the recruitment process.
- You will work independently on the conception and further development of recruitment measures.
- You will create documents such as employment contracts, references and, if required, presentations and analyses.
- You will plan and implement initiatives to promote the well-being of employees and their experience in the hotels
- You actively take care of complaint management and customer satisfaction analyses
- You maintain the website and actively work on a content strategy on LinkedIn
- You will independently take on general activities in the area of office organisation

What makes you special:

- You already have professional experience in an assistant position or in comparable operational functions.
- You are characterised by your independent and reliable way of working and are goal- and result-oriented.
- Your communication and teamwork skills round off your profile.
- You have a good feel for people and situations and can work well with different interest groups
- You have a very good command of written and spoken German and English. Knowledge of French would be an advantage.
- You have a sound knowledge of MS Office

What we offer:

- You can expect an attractive workplace in Berlin Mitte, near Gendarmenmarkt.
- You will receive a permanent employment contract in part-time employment.
- You will have the opportunity to work from home on defined days.
- You will receive a local transport ticket.
- You will receive generous travel benefits.

Have we piqued your interest?

We look forward to receiving your application!

Contact: bewerbung@investhotel.de