



BE PART OF OUR SUCCESS STORY

OFFICE MANAGER (FULL-TIME OR PART-TIME)

WHO WE ARE

We are part of NextGuest Technologies, an integrated hospitality technology + digital marketing company comprised of HEBS Digital and Serenata CRM. Combining our cutting-edge technology with innovative strategy, design, and digital marketing expertise, we are closing the loop on the travel journey with the first fully-integrated guest engagement, acquisition, and marketing platform.

Combining 20 years of hospitality experience with the energy of a start-up, Serenata CRM turns big data into smart useable data. Serenata CRM is one of the leading providers of e-marketing and CRM solutions for the hospitality industry. By integrating guest information with various systems, our Serenata CRM Suite provides a comprehensive 360° view of the guest. Engage guests from the moment the booking is made, enhance their experience while on property, and inspire them to book another stay. With our Serenata CRM Suite your guest data, one of your hotel's most precious assets, is put to good use to engage guests before, during and after their stay, to fuel loyalty throughout the customer lifetime journey, and to acquire new "best" guests.

WHAT WE OFFER

Serenata is looking for a talented, energetic and driven **Office Manager (m/f)** who will join our team. This is an excellent opportunity to grow your network and gain exposure to the Hospitality Industry. We believe that creating success can be done in both a fun and innovative way. Flexible working hours, an agile work environment, quick decision making, and shared lunch breaks on our rooftop terrace are part of our unique corporate culture.

You will be responsible for the day to day running of our office and report to our Managing Director. The role is wide ranging but will specifically include:

YOUR JOB

- Managing our office facilities, including ordering all supplies and being the principal point of contact for the landlord and other suppliers
- Taking over all reception duties and being single point of contact for our visitors
- Assisting the accounts department with the preparation of monthly invoicing
- Ensuring our Website and Intranet system is kept up to date and managing social media activities
- Making travel arrangements, compiling travel plans for employees
- Organizing and coordinating our Serenata events like company events and fairs
- Processing candidate and employee expenses ensuring appropriate tax treatment

YOUR PROFILE

- At least 3 years' experience of a similar role like Office Manager, Executive Assistant or Administration
- Basic knowledge of Accounting, IT and HR
- Exceptional communication and presentation skills
- Fluent in German and English, both verbal and written communication
- Ability for structuring parallel tasks with attention to detail
- You can keep cool in hectic situations
- Experience in Corporate Communication is an advantage
- Practical knowledge with ERP-Systems is a plus
- Part-time also welcome

If you are looking for a new challenge in an innovative, international company, where you will have the opportunity to shape and influence the business with the results of your work, where you will be surrounded by an engaged and fun team, Serenata is your next stop! Do not hesitate to send us your application including cover letter and CV. Give us a call at +49 89 92 90 03-0 or send your application via email to career@serenata.com. Serenata IntraWare GmbH | Neumarkter Str. 18 | 81673 Munich | Germany

APPLY NOW

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