



Employee for Travel Management & Reception

(Part-time, 20 hrs.)

As part of our Front Office Team, you are the initial contact for our customers, suppliers, guests and employees. If required, you take on the holiday cover for the Front Office Team on a full-time basis; otherwise the working hours for this position are Monday to Friday from 12:30 hours – 16:30 hours.

Your main tasks:

- Booking flights, hotels and hire cars according to the requirements of the specialist departments
- Organisation of visas
- Telephone operator
- Management of the meeting rooms
- Ordering of catering services for meetings
- Processing post
- Diverse administrative tasks

Your profile:

- Completed secondary education (HAK (Austrian commercial academy), HLW (Austrian business vocational college), etc.) or completed commercial vocational training with several years of work experience
- Several years of work experience in a travel agency and/or front office are an advantage
- Precise and conscientious working approach
- Organisational talent
- Communicative and friendly personality
- Excellent knowledge of German and good knowledge of English
- Excellent MS Office skills

We offer you:

- Entry into the shoe branch in an international company with four individual and successful brands.
- Uncomplicated interaction in a creative environment and a pleasant working atmosphere characterised by mutual respect.
- Respect and appreciation are a matter of course for us, and this also applies for the selection of employees. We are constantly searching for the best candidates for our company – irrespective of age, gender, origin etc.
- The collective agreement for the shoe industry (Application group III) stipulates, for this position, a monthly gross salary of € 1,757.00 (full time position). The actual salary will be orientated on your qualifications and experience.

Do you feel that these requirements apply to you, and wish to discover more about legero united?

Visit us at www.legero-united.com. Send your informative application to: apply@legero-united.com. We look forward to hearing from you!

