



## Coordinator Finance & Administration (m/w/d) - Corporate Office München

**At Ruby your personality really matters, your time really matters, and we strongly believe we groove way better together. At Ruby we keep breaking new ground.**

Hey Sunshine,

You're a pro when it comes to **planning and behind-the-scenes magic**? You believe that your work should be a place with **personality and soul**, where new ideas come to life? Then you are the missing olive to our Martini, the missing melody in our music and the **heartbeat of our Rubyverse**.

We are a fast-growing hospitality group with existing hotels and workspaces in some of **Europe's most exciting locations** and many more projects under construction. We **break new ground** with our **Lean Luxury philosophy**, creating a contemporary and affordable form of luxury. Our stylish Corporate Office in Munich bundles all construction, design, administrative and marketing functions as well as many front office activities outsourced from the hotel. The Group's central Finance & Controlling department takes care of, among other things, the Group's accounting as well as billing and payments and monthly and annual financial statements.

**Join us and make it your own story.**

**Apply now**

**Trust us, you won't get bored, as you:**

- are an important part of an exciting and versatile team
- implement independently administrative tasks and ensure that accounting processes are followed
- take care of our digital incoming and outgoing invoices online

- process payments and transactions in our cloud systems
- support us in administrative communication with internal departments and external service providers and
- assist in the preparation of our reports for monthly and annual financial statements
- verify that invoices and receipts are issued correctly and fit for accounting purposes
- check and process our digital travel expense reports independently

#### **We've been waiting for you, since you have/are:**

- successfully completed vocational training in the hotel industry or in the commercial sector
- gained some practical experience in a similar position, this would be a nice to have
- well structured, like to work independently and are reliable
- an organisational talent and enjoy teamwork
- a helpful nature and enjoy proactive communication with others
- confident in the use of common MS Office programmes and digital work suits you
- already had first contact with the relevant professional standards (USALI, HGB, VAT), but that would be a nice to have ;)
- a fluent command of German & English

#### **What's in for you? That's how we groove:**

##### **Ruby, Ruby, Ruby**

- your style, your smile, your ideas – bring your personality to work
- better together – at work, during team events or just because it's Monday 😊

##### **'Cause I'm having a good time**

- LEGEN... wait for it... DARY staff rates – for you, your travel buddy and your family & friends
- even work is better at the beach – 10 days workation per year
- no more excuses – we support your sports program

##### **Ain't no mountain high enough**

- level up your game – trainings, coaching, mentoring and your personal development budget take you to the top
- innovation is part of our DNA – Lean Luxury, paperless, cashless, ... you name it

##### **Money, Money, Money**

- sharing is caring – thanks to our opening and profit-sharing bonus your account will grow when Ruby grows
- no matter how you get to work – a mobility allowance comes on top
- take it to the next level – secure yourself some extra cash through talent scouting and semi-annual special payments

#### **Where have you been so long?**

**Daily business? That's not the case with us.** Whether you have an eye for detail or want to break new ground with your creative and innovative nature, whether you're tech-savvy or more passionate about numbers - there's a place for you at Ruby. We're always looking for **friendly faces and passionate team players**.

Not perfect CVs, but **great personalities**, who'll help us create hotels and workspaces with **character and soul**. So, whatever makes you tick, join us and start your Ruby story.

## Diversity, Equity & Inclusion

We believe that...

...you can love whoever you want to

...you should decide for yourself whether and with which pronouns you would like to be addressed.

...you can be proud of your heritage and culture

...you don't have to justify your religion or world view

...you are good, just as you are and make our team and Ruby's diversity unique

We can't deal with: isms

Racism, sexism, heterosexism, antisemitism, and all other isms are not tolerated here.

**Apply now**

## Get to know our People & Culture Team

Any questions about our pitch? Then contact us at [jobs@ruby-hotels.com](mailto:jobs@ruby-hotels.com) or +49 89 125 095 220.

Your Ruby People & Culture Team



If you want to know what to expect, listen to **Jorge's story from our architecture team in Munich**. You can find even more **Ruby Stories** here:

[www.lean-luxury.com/stories](http://www.lean-luxury.com/stories)

**Ruby Stories: Jorge, Director Architecture at Corporate Office Munich**

