



## Group Coordinator Rooms Division (m/w/d) - Teilzeit - 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 Groups' central operations department is responsible for all operational processes in the existing Ruby Hotels, as well as the preparation of all new openings.

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

**Apply now**

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

- plan small and medium-sized projects independently and in collaboration with the Group Manager Housekeeping
- administratively support our Corporate Rooms team in the creation of Ruby Styles, To Do-lists, team briefings and inventory lists for the operational housekeeping areas

- take part in the development of measures to reduce costs and optimise processes in the rooms area
- assist with room categorisation and the creation of category lists for the transfer to our reservation system
- are the contact person for external service providers and actively step in as a task force in operational housekeeping in the hotels in the event of bottlenecks
- monitor compliance with centralised tasks and analyse monthly results in collaboration with the Group Manager Housekeeping

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

- professional training or initial experience in business administration or the hotel/restaurant industry
- already had first touchpoints with the rooms division in the area of hospitality
- a high level of commitment, dedication and a hands-on mentality
- a strong communicator, assertive, resilient and have a talent for organisation
- a passion for travelling (a lot) and love getting to know new places and people
- a very good command of German and English, both written and spoken

### **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**

