



## Reservations Agent (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 every Ruby hotel**.

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 central reservations department is responsible for processing booking enquiries and incoming payments for room reservations for all our hotel locations.

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

**Apply now**

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

- carry out daily arrival and departure checks
- advise our international guests by email and phone

- will be responsible for the maintenance of our PMS and other hotel specific systems as well as all our guest and customer data
- check the reservations as well as our incoming payments
- process various guest enquiries
- implement our Ruby SOPs
- keep monthly overnight statistics and process commissions

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

- professional training or completed studies in the field of hotel management
- a minimum of one year experience in a similar position
- excellent communication and interaction skills
- a high degree of commitment and self-motivation
- a team player with a high sense of responsibility and quality consciousness
- very good knowledge of MS Office and good knowledge of reservation systems
- excellent written & spoken German and English skills

**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**

- less work, same money – for us full-time means 35 hours and every hour counts
- LEGEN... wait for it... DARY staff rates – for you, your travel buddy, family & friends
- no more excuses – we support your sports program

**Ain't no mountain high enough**

- level up your game – trainings 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 **Corinna's story from our Reservations team in Munich**. You can find even more **Ruby Stories** here:

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

**Ruby Stories: Corinna, Reservations agent at Corporate Office Munich**

