

Broadcast Solutions is one of Europe's largest system integrators for broadcast and media infrastructures. Founded more than 18 years ago in Germany, Broadcast Solutions stands for innovation and engineering services "Made in Germany." With subsidiaries in Europe, Asia, and the Middle East, we offer our services in all areas of broadcast, content creation, and distribution worldwide.

Broadcast Solutions offers its customers tailor-made solutions with more than 200 employees and as a manufacturer-independent system integrator. We implement complex systems in the media sector, characterized by innovation and technical leadership. Leveraging our products and systems, our customers create, produce and distribute content that is consumed worldwide. This includes the world's largest sporting events and media infrastructures in sports, broadcast, industry or medicine, which set standards on a national and Europe-wide scale.

For our headquarters in Bingen we are looking for a

Front Desk Manager (m/f/o)

Your tasks

- ✘ Handling and distributing calls and mailing
- ✘ Preparation of meetings, including catering and reception of guests in German and English
- ✘ Central point of contact for booking travel, incl. flights, hotels, rental cars etc.
- ✘ Managing stock of office supplies, snacks and beverages
- ✘ Backoffice tasks, e.g. customer data care, managing leads
- ✘ Operational support in the area of marketing such as organisation of exhibitions and events, management of the marketing inventory

Your convincing profile

- ✘ At least 2 years of experience in similar fields or hotels
- ✘ You like to work with customers and guests to represent the company
- ✘ You feel comfortable in a medium-sized and solid environment and attach great importance to your active participation in the operative day-to-day business
- ✘ Customer orientation, teamwork, resilience and independent work are among your positive qualities
- ✘ Competent handling of Microsoft Office
- ✘ Good skills in German and English, both written and spoken. Preferably skills in another language.

Our offer

- ✘ Performance-related payment
- ✘ Additional employee benefits such as company pension plans and supplementary health insurance financed by the company
- ✘ A dynamic and committed team
- ✘ The charm of working together with national and international customers worldwide

Are you interested?

Please send us your CV and documents with details of your salary expectations and your earliest starting date by email to

Broadcast Solutions GmbH

Nanni Beck, Head of Human Resources
Alfred-Nobel-Straße 5
55411 Bingen am Rhein
Germany
www.broadcast-solutions.de
jobs@broadcast-solutions.de

We are happy to answer your questions about the job offer by telephone at Phone +49 6721 4008 25.