



Starlinger is a pioneer for machines and process technology in the international circular economy for plastic packaging solutions. We are convinced of our mission, we accept professional and personal challenges and believe in the quality, necessity and positive impact of our work. Our innovative achievements give us security and stability for further great ideas and the opportunity to make our company fit for the future.

To strengthen our team in Weissenbach an der Triesting we are looking for

## Receptionist (m/f/d)

### Your Contribution

Friendliness, openness, and stress resistance are essential for the professional care of our arriving guests. You play a key role in ensuring order in both the front and back office, presenting our establishment, and meeting challenging situations with composure.

### That's what your role is all about

- Your tasks are diverse and challenging.
- As the first point of contact on the phone, you represent the company to the outside world.
- At the reception, you ensure a perfect stay for our diverse guests, present our establishment, and organize check-in and check-out.

- You coordinate training sessions and meetings, check and distribute daily mail. Various administrative tasks round out your responsibilities.

## You can utilise these skills

- In addition to excellent manners, you have a quick mind and high stress resistance.
- You present yourself professionally, are open and approachable.
- You have good computer and IT skills (Excel, Word, Outlook, internet research).
- You are a competent and professional individual who understands themselves as a friendly and reliable team member.

## We can prepare this offer for you

- Opportunities for further training - we support your individual and targeted development.
- A friendly team.
- A dynamic and family-like working atmosphere in a long-standing, traditional company.
- A stable work environment and attractive social benefits.
- This position is advertised as full-time, but part-time (from 25 hours per week) is also possible.

For legal reasons, we would like to point out that the collective agreement minimum salary is Euro 2.698,59 gross/month (full-time basis). Based on qualifications and existing previous experience we will pay on market level.

Become part of our team and shape the future together with us!

Apply now

 Apply via WhatsApp

## Contact



Learn more about us: [www.starlinger.com](http://www.starlinger.com)