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We are looking for dynamic support in our reception area for our new headquarter in Haar, the "NanoFactory". You are the first contact person for our visitors as well as for everyone who wants to get in touch with us. In this position you will have the opportunity to actively shape and expand all processes that take place at and around our reception desk.

Front Desk Manager/Receptionist

Your Responsibilities and Duties

- Answering and forwarding incoming calls, welcoming and registering our guests including the management of visitor passes as well as the processing of the general mail inbox
- Organization of business trips and visa applications for our colleagues
- Acceptance and distribution of incoming mail, assigning courier services and issuing WLAN guest tickets
- Various activities in the field of general office organization, e.g. ordering and distribution of office materials
- Ensure that our new office building makes a good impression on visitors, applicants and our team

Your Skills and Qualifications

- A successfully completed technical training in the hotel industry/tourism or commercial sector
- Ideally you have already gained work experience at a reception desk
- Very good knowledge of German and English, oral as well as written, and confident use of MS Office (Word, Excel, Outlook)
- A helpful, independent and reliable way of working and the talent to keep track - even in hectic times.

What We Do Offer

- A permanent employment with attractive social benefits such as a pension allowance and a performance-based bonus as well as numerous employee events.
- An open corporate culture and short decision-making in a professional, international and dynamic team at our new location in Haar near Munich, directly located at the S-Bahn station Haar
- Regular working hours: Monday-Thursday from 8-17 o'clock, Friday from 8-16 o'clock

Do you keep a cool head even in stressful moments and would you like to play an active role in shaping all the processes surrounding our reception desk in our new headquarter?

Please send us a cover letter including your salary expectation along with your complete CV and copies of your degrees by using our [Online Application Form](#).