



## receptionist 100%

**we are looking for our receptionist for a yearly position**

located on the mountain pasture in summer and on the ski slopes in winter, chetzeron is a design hotel accessible only by mountain bike and ski. it is therefore essential to practice these sports in all conditions to work at chetzeron. quality, excellence, respect for the environment and respect for people are fundamental values for us to observe.

### main tasks

- physical and telephone reception of customers
- completing the formalities at the customer's check-in and check-out
- processing of offers and reservations, sales in advance and at reception
- invoicing and payment collection
- managing customer transfers
- monitoring daily procedures
- occasional beverage service

### profile

- versatile, hands-on person, passionate about their job
- excellent presentation, good elocution, easy and pleasant contact
- good physical health and a healthy lifestyle
- experience of the mountains and an international clientele appreciated
- Mountain biking and skiing essential

### conditions

- exceptional working environment with a view of the highest peaks in the alps
- 43.5 hours and 2 days off per week, pro rata 13th salary
- personal ski pass for the ski lifts
- free staff meal and 50% discount at the restaurant

**if you recognize yourself in our concept, our values and our philosophy, we are waiting for your application! to apply, please send your complete job application to [job@chetzeron.ch](mailto:job@chetzeron.ch).**