

# Receptionists night and day for Four Points Flex by Sheraton Vejle

*Now is your chance to become part of the team at the fantastic Four Points Flex by Sheraton Vejle. This beautiful and modern hotel is located on Havneøen, a new and exclusive urban and residential area close to the city center, offering stunning views of Vejle Fjord. On the 11th floor, you'll find the reception and breakfast area, boasting the most amazing views of both the city and the water. If you become our new star team member, this is where you'll be spending much of your time.*

As part of our recent brand conversion, we have not only transformed the hotel but also extended our opening hours. We are therefore looking for one or more outgoing, welcoming, and responsible night porters and receptionists. These positions involve a wide range of tasks, so you should be comfortable handling multiple responsibilities at once. The work you do at night lays the foundation for a structured and well-planned morning and evening shift for your colleagues - and vice versa. Most importantly, your role is to ensure that every guest enjoys an excellent hotel experience from check-in to check-out - always with a smile.

## WORKING HOURS AND FLEXIBILITY

We are looking for multiple new colleagues, and working hours depend on your role:

- **Receptionist, night** Approx. **10 hours per week**, primarily night shifts every other weekend. Additional shifts available during holidays, sick leave etc. Evening shifts may also be an option
- **Receptionist, day Morning, evening and mid-shifts** – hours to be agreed upon individually. We are flexible and happy to accommodate your preferences regarding work hours

Regardless of whether you are hired with a fixed number of hours or as a substitute, shifts may be scheduled on any day of the week, including weekends and public holidays.

## YOUR TASKS WILL INCLUDE

- Checking guests in and out
- Making room reservations and answering phone calls
- Assisting guests (also for our other hotels via phone)
- Serving at the bar
- Handling administrative tasks
- Receiving deliveries for the breakfast buffet
- Setting up the breakfast buffet
- Conducting security rounds in the hotel
- Training new employees
- Handling other relevant reception tasks

## WHAT WE OFFER

- A position where two shifts are never the same
- An international atmosphere where you'll meet guests from around the world
- Opportunities for professional and personal development
- A structured work environment with dedicated colleagues
- An informal tone in an efficient environment where good humor and a positive attitude are valued daily

## YOUR PROFILE

- Experience in the hotel and service industry is an advantage, but not a requirement
- Proficiency in Danish and English, both written and spoken

**Location:**  
Four Points Flex Vejle  
Havneøen 5  
7100 Vejle

**Application Deadline:**  
As soon as possible

**Contact:**  
Vibeke Wonsbeck Filsø  
Hotel Manager  
+45 23 10 17 57  
vwf@coreh.dk

- A genuine desire to provide service and assist others
- You have a good overall understanding of IT
- The ability to work independently and responsibly, as you'll be alone in the reception
- A thorough, dedicated, and proactive attitude
- If applying as a night receptionist, you're a night owl who enjoys working when most people are asleep

## **APPLICATION**

Are you service-minded, dedicated to your work, flexible and independent? Then we look forward to receiving your application and CV with a recent photo via the link below.

Send your application as soon as possible, as interviews will be conducted on an ongoing basis. Please indicate in your application how many hours you are interested in working.

If you have questions about the position, feel free to contact our Front Office Manager, Dorte Nørskov, at +45 22 71 60 57 or our Hotel Manager, Vibeke Wonsbeck Filsø, at +45 23 10 17 57.

We look forward to hearing from you.

## **About Core Hospitality**

Core Hospitality A/S is one of Denmark's leading hotel operators, independent of brands and flexible in managing all types of hotels. Core Hospitality A/S currently operates 19 hotels in Denmark and Norway, including Four Points Flex by Sheraton, Moxy, Fairfield by Marriott, Residence Inn by Marriott, and Kirk Suites.