Position: Hotel Receptionist / Night Audit

Location: Voralberg region, AUSTRIA

Austria's Public Employment Services are recruiting on behalf of tourism sector employers in the Vorarlberg region for the upcoming winter season. Vorarlberg, located between Lake Constance and Arlberg and close to Zurich, Munich, and Milan, is known for its exceptional quality of life. This beautiful region welcomes around two million visitors every year and offers an unforgettable winter experience. We are seeking enthusiastic and committed seasonal staff to join the team in Vorarlberg this winter. Opportunities are available in hotel environments.

Main Tasks:

- Check-In/Check-Out: Process guest arrivals and departures
- Reservations: Manage bookings and handle inquiries
- Guest Services: Provide information about the hotel and local attractions
- Payment Processing: Handle cash, credit card transactions, and billing
- Room Assignments: Allocate rooms based on availability and guest preferences
- Communication: Answer phone calls and respond to emails
- Problem Resolution: Address guest complaints or issues promptly
- Record Keeping: Maintain accurate records of guests and transactions
- Security Checks: Ensure the safety and security of the hotel and its guests.

Skills:

- Education: Completion of Apprenticeship or Tourism School or work experience required.
- Language skills: German – B2 understanding, spoken and written / English – A2 understanding, spoken and written

The company offers:

- Winter season contract: November/December until April.
- Salary: at least 2.330,00 €- 2.563,00 € gross per month (1.821,63 - 1.940,50 € net), based on the collective agreement and depending on training and professional experience.
- Working hours: Fulltime (40/48 h/week) in morning, afternoon and split shifts. Night shifts in case of a night audit position
- Free accommodation and meals. Free Wi-Fi access.
- STARCARD (deinestarcard.at) - a discount card.

How to apply: Send application and CV in English to euresPToutgoing@iefp.pt (please write "**Winter in Austria**" in the subject line)

Further info: euresPToutgoing@iefp.pt

Apply no later than 30th November 2026