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## Clerk Executive job in Germany with Work Visa Guide

### Job Location

Germany

Remote work from: Germany

### Base Salary

USD 2,800 - USD 3,800

### Qualifications

10th Pass or equivalent qualification

### Employment Type

Full time  
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### Description

**Company Name:** *Rheinblick Hospitality Group*

**Job Position:** Hotel Management Clerk Executive

**Base Salary:** \$2,800 – \$3,800 (Monthly, Gross)

**Qualifications:** High School Diploma or equivalent; Vocational training in hospitality is a plus.

**Experience:** At least 1-2 years in a front office, administrative, or guest-facing role.

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**Skills:** Strong communication skills in English and preferably basic German, Proficiency in hotel management software (PMS), Excellent organizational ability, Reliability and professional demeanor, Problem-solving skills, Attention to detail.

**Responsibilities:** Overseeing guest check-in/check-out processes, Managing reservations and room assignments, Handling guest inquiries and resolving service issues promptly, Coordinating with housekeeping and maintenance departments, Processing billing and payments accurately, Assisting with general administrative

### Hiring organization

Rheinblick Hospitality Group

### Date posted

November 18, 2025

### Valid through

26.06.2026

tasks for the management team.

**Description:**

Rheinblick Hospitality Group, a renowned hotel operator based in Germany, is seeking motivated and detail-oriented candidates for the position of Hotel Management Clerk Executive. This role is crucial for ensuring the smooth daily operation of our hotel front desk and administrative functions, providing exceptional service to our international guests. We are targeting lower level or experienced candidates who are ready to take a significant step in their hospitality career within a European setting.

We are committed to helping our successful candidates transition to working life in Germany. We believe in providing essential guidance regarding the mandatory requirements for foreign employees. Securing a job offer with our group is the first major step toward obtaining your German work visa.

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