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## Office Staff Jobs in Germany Free Visa Sponsorship

### Job Location

Germany

Remote work from: Germany

### Base Salary

USD 2,900 - USD 3,600

### Qualifications

12th Pass or Graduate

### Employment Type

Full time  
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### Description

**Company Name:** Berlin Hospitality Group AG

**Job Position:** Hotel Management (Office Operations)

**Base Salary:** 2,900-3,600 USD Monthly

**Qualifications:** 12th Pass or Graduate

**Experience:** No Experience Required or 1 Year

**Skills:** Strong communication skills, reliability, time management, basic computer literacy, and willingness to complete professional hospitality training.

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**Responsibilities:** Managing guest check-ins, coordinating front desk schedules, handling administrative paperwork, and ensuring smooth daily office operations within the hotel department.

**Description:** Berlin Hospitality Group AG is currently seeking motivated individuals to join our administrative team in Germany. This position is ideal for entry-level

### Hiring organization

Berlin Hospitality Group AG

### Date posted

January 4, 2026

### Valid through

11.07.2026

candidates or those with minimal experience who are looking to build a career in the European hospitality sector. As part of our office staff, you will be the backbone of our hotel management operations, ensuring that all guest requirements and administrative tasks are handled with professional care. We value reliability and a positive attitude above all else, as we provide comprehensive on-site training to help you adapt to our specific management software and guest service standards.

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