



Front Office Manager (m/f/x)

Location: Haren

Working Hours: Full-time employee

Düneburg estate in Haren (Ems) is a historic location with a special character. Nestled in a cultivated landscape, the estate combines tradition with modern usage concepts. As part of the ELA Group, the Düneburg estate is being carefully developed and gradually expanded into a versatile location for meetings, work, and events.

To manage day-to-day front office operations and create a welcoming first impression of our estate, we are looking for a **Front Office Manager (m/f/x)** who combines organizational talent with a strong service mindset and leadership skills. We offer exciting tasks, a varied working environment, and a relaxed “Moin” culture. Interested? Let’s get to know each other.

Your responsibilities

- + A special workplace in historic surroundings
- + Responsibility for the entire reception area of the estate
- + First point of contact for guests, business partners, and internal interfaces
- + Organization and optimization of reception processes
- + Ensuring a professional, service-oriented approach
- + Participation in the further development of service and reception concepts

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Your skills

- + Successfully completed training as a hotel specialist, restaurant specialist, office administrator, or comparable qualification
- + Several years of professional experience at the reception desk, ideally with management responsibility
- + High level of service and customer orientation as well as a structured, solution-oriented way of working
- + Very good knowledge of German, knowledge of English is an advantage
- + Good knowledge of the relevant MS Office programmes, e.g. Outlook

What you can expect from us

- + We want to offer you long-term prospects – that's why we offer you a permanent employment contract.
- + We will organize an extensive induction program for you so that you get to know the entire company and our products. During the induction phase, you will have a mentor who will be your first point of contact for all general and technical questions.
- + We offer you fresh fruit and drinks.
- + At ELA, you can also expect a varied job in a globally active company, uncomplicated interaction with one another and a wide range of opportunities to contribute your own ideas

How You can apply

Please send your documents via our career website <https://career.ela-container.com> or via email career@ela-container.com including your CV, your essential certificates and qualifications, as well as a few lines about yourself and why we fit. We would then like to meet and have a personal conversation with you. We look forward to hear from you!

Any questions?

Contact us via email or WhatsApp/text message on +49 1511 9539616.