

flexoffice

We believe that great work can only be achieved in an inspiring environment. That's why we've reinvented the workplace. At FlexOffice, you'll find state-of-the-art offices, activity zones, and meeting rooms – designed for dreaming, connecting, and creating. No matter how challenging office life can be, we're here for you. We listen to you and support you in doing your best work while bringing people closer together.

For our locations in Basel, we are looking for a Location Manager to join our team immediately or by agreement.

Location Manager, (f/m/d), 100%

Basel, starting immediately or by agreement

As a Location Manager, you are the driving force behind the daily operations of your location. You provide detailed and attentive customer service to our members and guests, ensure the maintenance of facilities and equipment, and foster a welcoming atmosphere within the community. In addition, you handle administrative tasks, support the sales team in customer acquisition, and work with the finance team to ensure the success of your location.

As a Location Manager you will:

- Be the primary point of contact for our members on-site. You will provide high-quality service to them and our guests while cultivating a vibrant community.
- Oversee daily operations at the location.
- Welcome, onboard, and assist new members professionally during their introduction process.
- Assist members and guests in organizing events, including room preparation, catering arrangements, and technical equipment setup.
- Serve as the contact person for various suppliers, such as cleaning services, office equipment providers, and food and beverage vendors.
- Collaborate with the sales team to acquire new customers and maintain high occupancy rates for your location, including initial contact, tours, and contract signing.
- Work with the finance team to manage invoices, procurement, and monthly reporting for your location.

What you bring:

- You enjoy working with people and have an open and friendly personality. You are empathetic and take pleasure in helping others.
- You communicate effectively in German and English (both written and spoken). French is a plus.
- Experience in guest services, hospitality, or the hotel industry is a strong advantage.
- You have strong organizational skills and are capable of working independently and responsibly.
- You have an eye for detail, appreciate a tidy environment, and value high standards.
- You are proactive and willing to go the extra mile, taking the initiative when you see room for improvement and thinking outside the box.

What we offer:

You'll join an agile, open, and motivating team with flat hierarchies and contemporary work methods. In our modern and inspiring environment, you'll have the opportunity to contribute your ideas and help shape the future of work in innovative ways. "People first" applies not only to our clients but also to our employees, whose strengths we strive to nurture. Regular team meetings and monthly all-staff gatherings provide opportunities for exchange and mutual support. Benefits like BYOD expense allowances, team events, or a half-fare travel card are part of the package. Additionally, as a rapidly growing company, we offer plenty of development potential.

Would you like to become part of the FlexOffice team and help us shape the workplace of tomorrow? Then apply now at careers@flexoffice.swiss.