



Company: Prometheus Deutschland GmbH (Member of the Puerto Fantasia Group)

Job Opportunity: Manager Service Center

Location: Germany

Department: Central Services & Administration

Reports to: Director of Finance & Controlling

Type: Full-time | Management Level

Start Date: As soon as possible

About Us

Prometheus Deutschland GmbH is the administrative and strategic backbone of the Puerto Fantasia Group - one of the world's most visionary hospitality and resort developers. From our Collenberg office, we oversee finance, legal, compliance, IT, and central service functions for operations across Europe and Asia.

Your Role

As Manager Service Center, you will be responsible for managing daily office administration, handling multilingual internal and external communication, and ensuring smooth telephone reception at our German headquarters. In this client- and service-oriented role, you will work at the interface of administrative services and international group coordination, reporting directly to the Director of Finance & Controlling.

Key Responsibilities

- Handle incoming phone calls in German, English, and Spanish in a professional and welcoming manner.
- Coordinate general administrative tasks such as document handling, scheduling, meeting support, and filing.
- Organize facility services, travel arrangements, and internal requests across departments.
- Support invoice processing, office procurement, and administrative workflows in cooperation with finance.
- Maintain service standards and internal communication protocols.





- Liaise with international departments across the Puerto Fantasia Group.
- Ensure smooth day-to-day support for executive management and cross-functional teams.
- Continuously improve internal office procedures and service center operations.

Requirements

- 3-6 years of experience in office administration, executive assistance, or service coordination.
- Outstanding communication and telephone etiquette.
- Business fluency in German, English, and Spanish (spoken and written) is mandatory.
- High degree of professionalism, reliability, and organizational ability.
- Confident handling of MS Office and common business communication tools.
- Friendly, proactive attitude and intercultural sensitivity.
- Knowledge of administrative procedures and internal support processes in Germany.

What We Offer

- A key administrative role in an international, fast-growing organization.
- Professional, multicultural work environment with a focus on service and quality.
- Office location in Collenberg with hybrid flexibility and flat hierarchies.
- Competitive salary and long-term development potential.
- The opportunity to support a visionary hospitality group from its European headquarters.

How to Apply:

Online Application Process: You can also submit your application via the official application form on our website. [Apply here](#)

Please send your resume and a short motivation letter (in English) to: careers@puertofantasiagroup.com

Subject: Application – Director of Resort Operations & Leisure Management

