



## Community Host

Shhared is a coworking community committed to providing superior work solutions to its members, who are creative, innovative and entrepreneurial. We provide useful opportunities in a welcoming and vibrant environment for an ever-changing professional landscape.

### Job summary

We are seeking a friendly and professional Community Host who will support the daily needs of Shhared, develop the community and create the 'Shhared Experience' for our customers. The role will be based in our new west Hamburg space.

### Job description

As a Community Host you will help both internal and external customers. You will be the first person customers meet when they enter Shhared, but as a trusted contact, you'll be the person who guides them to appropriate products and services.

You might serve some amazing arty latte or demonstrate our coworking options whilst you take a genuine interest in people who visit us. Responsibilities and essential job functions include but are not limited to the following:

- You empower our customers and provide relevant coworking solutions.
- You greet visitors whenever you come into contact with them.
- You help members and guests with Wi-Fi, printer, mail and other services.
- You are knowledgeable about members and how we can help them.
- You connect them to their neighbours both face to face and digitally.
- You offer members and guests a full-quality cafe experience (training provided).
- Provide quality food and beverages for all customers by adhering to all recipe and presentation standards.
- Maintain a clean and organised workspace.
- You may open and/or close sections of the coworking space.
- You promote the culture, values and mission of Shhared.

### Requirements

- You have a can-do attitude and at least two years' working experience.
- You have excellent time management skills and you are flexible with your availability.
- You have strong people skills, you're approachable and a good listener.
- You are computer-literate and possess strong German and English language skills.
- Eligibility to work in Germany is essential.

## **Personal profile**

- You have an interest in the potential people and businesses have.
- You are open-minded and willing to embrace new challenges.
- You'd be a great travel companion, as you have interesting hobbies and ideas.
- Responsibility is something you enjoy, and you are busy finding ways to develop not only yourself but others and the business.
- You value honesty, transparency and have respect for others.

## **Benefits:**

- You will gain valuable skills in gastronomy, business, marketing, events and leadership.
- You will be an important part of a start-up and creative community.
- You will gain exposure to working with many different people and companies.
- You will enjoy many of the benefits we give our members.
- You will have a great working environment with opportunities to progress.
- You will have responsibility and a competitive salary.

Your success will be measured by your productivity, relationships, attitude and sales performance. The salary of this role depends on the experience and skills you have.

If this sounds like you, and you're excited to work in a diverse start-up environment, please email your CV to [create@shhared.de](mailto:create@shhared.de)