

Joboffer dated from 03/12/2025

## Receptionist and Travel booking manager\*

Field: others  
Type of employment: Full-time  
Entry date: 04/01/2025  
Zip Code / Place: Karlsruhe  
Country: Germany

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### Company data

Company: **Gameforge AG**  
Street address: Albert-Nestler-Straße 8  
Zip Code / Place: 76131 Karlsruhe



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### Contact Person

Name: Sabrina Schwall  
Position: HR Manager  
Street address: Albert-Nestler-Straße 8  
Zip Code / Place: 76131 Karlsruhe

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### Job description

#### **Karlsruhe ☐ full-time | from April 2025 | Parental leave replacement**

We are one of the leading publishers of free-to-play online games based in Karlsruhe, Germany.

Reception is the first point of contact for external visitors and for employees on their first day.

We serve as the central point of contact for matters related to our company's shared flats, internal orders, business travel bookings, and support for internal events.☐

Our reception colleagues handle visitor management and take on additional tasks such as mail acceptance and dispatch, processing internal orders and supporting the organization of

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internal events.

**The job requires an on-site presence and fixed working hours as agreed, remote work is not available.**

## Your mission

- You personally receive external contacts and colleagues
- You manage business travel bookings for our colleagues
- You assist with organizing and coordinating the company's shared flats as a vacation replacement
- You handle internal orders through our payment system
- You coordinate incoming and outgoing mail

## Your skills

- You have excellent written and spoken German and English skills, along with strong written communication abilities
- You are proficient in MS Office
- You possess strong commercial skills
- You demonstrate a high level of service orientation, paired with a friendly and engaging demeanour
- You like working in a team and want to bring you and your abilities to the fore
- You keep a cool head and can easily adjust to changing situations and modify existing processes
- You look at the bigger picture, questioning existing methods and analysing potential risks

## Your Gameforge setting

- An international company awaits you! English is our company language, as employees from over 35 nations are part of our team
- Where colleagues become friends! Regular team events and an open company culture
- Respectful behaviour is very important to us! Even if we disagree, we stay fair and on topic

## About Gameforge

Founded in 2003, Gameforge is a leading Western publisher and operator of widely acclaimed Massively Multiplayer Online (MMO) and browser-based game titles. Gameforge builds highly active and enduring global communities by supporting players through the greatest quality LiveOps, provision of localized content, engaging community management, and frequent delivery of meaningful updates.

Gameforge's diverse portfolio of highly successful gaming brands provides different worlds with engaging experiences for players from all walks of life: core MMORPG titles like AION Classic, Runes of Magic, and Metin2, beloved anime MMOs like Elsword and NosTale,

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strategy-focused browser games like [Game](#) and [kariam](#), along with indie titles such as [Trigon: Space Story](#) and [Tiny Thor](#).

More information is available on <http://corporate.gameforge.com/>

\*No matter what gender, we're on the lookout for people with drive and talent.

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Quinke Networks GmbH  
Bei den Mühren 70  
20457 Hamburg/Germany