



## **RECEPTIONIST FRONT OFFICE**

To welcome guests and visitors with a courteous and happy demeanour.

Perform reception duties in a professional and efficient manner. You will operate reception switchboard and reservation functions of the Hotels front desk as required, always maintaining impeccable dress and grooming standards at all times.

- Previous experience in a similar position preferably in a 4/5 star Hotel.
- Exceptional customer service skills.
- Proven organisational, time management skill.
- Computer literate including Fidelio (front office software) an advantage.
- Working knowledge of Hotel/Front Office procedures and policies concerning reservations, room assignments, restaurant and room charges and credit requirements.
- Well versed in local history, places of interest, shopping areas etc.
- Able to work varying shifts including weekends, day, afternoon and evening shifts.
- Impeccable grooming and presentation.
- Flexibility with shifts.

You will be rewarded with a competitive salary and a challenging working environment.

Staff benefits include: Company uniform. In house training for career development. Amenities including shower facilities and staff lounge.

Accommodation, food & beverage discounts for you, family and friends (dependant on tenure).

Clean safe multicultural, people friendly environment.