

FRONT OFFICE SHIFT LEADER (FULL-TIME)

This stylish luxury hotel, Corinthia Hotel St. George's Bay is seeking to recruit an ambitious, determined and highly motivated individual who is seeking to embark on a career in hospitality.

A challenging opportunity has arisen ahead for those who would like to advance their career within the Front Office Department.

Working with a highly dynamic team, in a fast moving environment, the candidate will be responsible to carry out requested duties whilst delivering an exceptional customer care service.

The candidate will be responsible for:

- Overseeing and directing the reception operation by supervising the team and ensuring that guest's needs are met to the high standard required by the company
- Maintaining effective communication within the department
- Assisting in achieving goals and targets set in company budget
- Responding and actioning any queries in a friendly and efficient manner
- Delivering outstanding customer care service
- Fulfilling all guests' needs and requirements

The ideal candidate must:

- Have a minimum of two years' experience within Front Office Department
- Have a pleasant personality and professional disposition
- Be computer literate and familiar with the Fidelio, Opera, PMS & Microsoft Office applications
- Be logical, accurate and able to handle multi-tasking
- Be fluent in English and preferably another language
- Have excellent verbal and written communication
- Be willing to work night shifts, weekends and public holidays as necessary
- Maintain Company grooming standards

We offer:

- Welcoming and fun environment
- Meals on duty
- Health insurance cover
- Interesting career opportunity and professional growth

Candidates are requested to submit their CV by e-mail to the Human Resources Department on: vacancies.stgeorges@corinthia.com