

RESERVATIONS AGENT

We are currently seeking a Reservations Agent to join our Team of Corinthia Prague Hotel in Czech Republic.

Corinthia Hotel Prague beckons with unrivalled panoramic views of this magical city. Located just minutes from some of the city's main cultural and business highlights, including the Vyšehrad Park, Wenceslas Square and the Pankrac Business District, Corinthia Prague is the ideal destination for business and leisure travelers alike.

Scope and Purpose

Corinthia Hotel Prague & Panorama Hotel Prague is looking for Reservations Agent who will be responsible for handling and processing guest reservations in line with the hotel's guidelines, procedures and service concept.

Entry Requirements

Corinthia Hotel Prague is looking for a candidate who will be responsible for recording reservations according to company standards, handling all special requests from guests, maximising customer satisfaction and hotel revenue by promoting and upselling hotel rooms, restaurants and other services and facilities to guests, cooperating and communicating all relevant information with front office, housekeeping, sales, meeting & events departments.

Other skills that will need to be demonstrated include:

- Fluent in written & spoken Czech and English, another language is an advantage (preferably German, Russian)
- Experience in reservations, call centres or similar type of work is a great advantage
- Knowledge of Opera is a great advantage
- Very good communication skills and pro-client approach
- Detail-oriented, responsible and positive attitude

Benefits

- 5 weeks of holiday after 1 year of employment
- Complimentary dry cleaning of business attire/uniform
- Discounted Salon, Spa, Food and Beverage and accommodation rates – in London and across our the Corinthia Hotel International portfolio
- Meals on duty
- Professional learning and development programs
- Interesting career opportunity and professional growth

- Intra & intercompany transfer opportunities (subject to service & performance)
- Contributory pension scheme provided
- Multisport card
- Free use of Panorama Hotel's spa – Top Deck Spa

*To be considered for the **Reservations Agent** role please click 'apply' to be directed to our website to complete the online questionnaire.*

APPLY