

SWITCHBOARD OPERATOR

This stylish luxury hotel, Corinthia Hotel Budapest is looking for ambitious, determined and highly motivated individuals who are seeking to embark on a career in hospitality.

DUTIES AND RESPONSIBILITIES

- Coordinates all incoming phone calls;
- Ensures the calls are transferred correctly to the respective person;
- Provides help and assistance when required;
- Maintains a professional image on behalf of the company by keeping the standards all the time;
- Assists the administration tasks of the Front Office;
- Handling guest problems.

The ideal candidate will:

- Fluent, clear and precise English and Hungarian language knowledge;
- Courteous, helpful telephone manner;
- Ability to remain calm under pressure;
- Ability to work tactfully and diplomatically when needed
- Excellent communication and problem-solving skills.

Benefits we offer:

- Competitive salary
- Free meals
- Cafeteria program
- exciting working environment
- learning and development opportunities
- and more!

Candidates are requested to submit their CV via email on
jobs.budapest@corinthia.com!
CORINTHIA HOTEL BUDAPEST, MAGYARORSZÁG