

## HOSTESS/HOST

We are currently seeking a Hostess 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**

The Corinthia Prague hotel is looking for an Hostess. The Hostess/Host is responsible for greeting and bidding farewell to guests, organising the cloakroom, handling phone calls and emailing correspondence with guests. He/She will monitor all correspondence with guest. Does this sound like your ideal role? If yes, we are looking just for you!

### **Entry Requirements**

The main responsibilities of the hostess/host will be to answer all incoming calls, ensure that all telephone messages are accurate, ensure all booking details are accurate, provide up to date and accurate information on the Restaurant and Hotel, Assist in maximizing table occupancy, to be aware of future booking constraints at all times, to monitor and trace all confirmations, and to have a good knowledge of all food and drink offered.

Other skills that will need to be demonstrated include:

- High school, in hospitality environment - advantage
- Fluent in written & spoken English and another language is advantage (German, French, Spanish, Russian)
- Very good communication skills and pro-client approach
- Ability to work independently with pro-active and business driven approach
- Provides a friendly, courteous and professional attitude at all times
- Very good manners

### **Benefits**

- 20 paid holidays per annum (plus bank/public holidays)
- 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 Guest Service Agent role please click 'apply' to be directed to our website to complete the online questionnaire.*

APPLY