

GUEST CARE HOST/ HOSTESS (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 willing to embark on a career in hospitality.

Reporting directly to the Front Office Manager, this position requires an individual with a proven track record as a Guest Care Host/Hostess within the hospitality industry.

The candidate will be responsible for:

- Manning the reception desk and greeting guests upon arrival
- Processing arrivals and departures in line with Company standards
- Taking a proactive approach to the front office activities, anticipating potential sales opportunities and any concerns that may arise
- Handling any queries in a friendly and efficient manner and take the necessary action when required
- Ensuring VIP allocations are made and amenities arranged
- Fulfilling all guests' needs and requirements
- Handling all telephone calls that come through to the Guest Service Centre
- Delivering outstanding customer care service

The ideal candidate must:

- Possess ITS qualification or equivalent
- Have good administrative skills, be computer literate and ideally conversant with Opera
- Have previous experience in a Front Office Department
- Possess excellent verbal and written communication skills in English and ideally in another European Language
- Have exceptional customer care skills
- Be logical, accurate and able to multi-task
- Be well-organized and possess good time management skills
- Be able to work in a dynamic environment
- Be self-motivated, able to work under pressure and adhere to deadlines
- Demonstrate a flexible attitude towards working patterns including working night shifts
- Be distinctive, professional and have a warm personality

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