

CONCIERGE

Reporting directly to the Rooms Division Manager, this position requires an individual with a proven track record in the industry.

The candidate will be responsible for:

- Providing an excellent and consistent level of service to Guests
- Contributing to the smooth and efficient running of the Concierge department
- Cordially greeting all arriving and departing Guests
- Assisting Guests with check-in and check-out and to carry their luggage to or from their rooms

The ideal candidate will:

- Be computer literate and familiar with the Opera PMS
- Be logical, accurate and able to handle multi-tasking
- Be fluent in English and another European Language
- Be willing to work evening / night shifts
- Have excellent verbal and written communication
- Be discrete and confidential
- Be able to work in a dynamic environment
- Be self-motivated, able to work under pressure and adhere to deadlines
- Have good organisational skills
- Portray a professional image commensurate with the values of the Company

Considerable preference will be given to candidates with previous guest exposure in the Tourism and Hospitality Industry.

The closing date for the above vacancy is 21 October 2018.

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