

# **Receptionist Day / Night**

The multi award winning Corinthia Budapest is looking for an ambitious, determined and highly motivated individual who is seeking to embark on a career in hospitality.

### **Main duties:**

- Front Office receptionist responsibilities: checking guests in and out according to the hotel policy and procedure;
- Providing a professional service to guests during the shift;
- Having an excellent knowledge of the hotel;
- Presenting the hotel services to guests;
- High-level of cooperation with other departments.
- Reports, handover of daily tasks depending on the shift (day or night)

### The ideal candidate has:

- Opera or Hostware system knowledge;
- High level problem solving and guest service skill.

## **Minimum expectations:**

- Minimum one years' experience within the hotel industry;
- Fluent English, Hungarian and an additional foreign language;
- Good command of English and Hungarian, both in written and spoken
- Excellent problem-solving skills;
- College or equivalent level of degree.

#### **Benefits:**

- Competitive salary and benefits
- Discounted parking rates
- Discounted car wash rates
- Several Corinthia discounts and experiences within Corinthia Budapest and Corinthia hotels
- Employee referral program
- Employment loyalty awards
- Monthly recognition awards
- Free meals on duty
- Social events for team members
- Opportunities to learn and develop