



ENORME
HOTELS & VILLAS



RECEPTIONIST

The ideal candidate should be friendly, welcoming, patient, helpful, and knowledgeable. Their duties include greeting guests, managing the check-in and check-out process, answering questions and requests, and helping with administrative tasks at the front desk.

Responsibilities

- Greet all guests and assist them with check-in & Check -out
- Maintain a positive attitude and friendly demeanor
- Respond to all guest questions and requests
- Handling travel arrangements
- Handling queries and complaints via phone, email & general correspondence
- Answer and forward phone calls
- Keep a tidy and orderly workspace
- Assist with administrative tasks as needed
- Receiving, sorting, distributing and dispatching daily mail
- Handling transcription, printing, photocopying
- Maintaining safety and hygiene standards of the reception area
- Handling walk-in guests & last minute reservations

Requirements

- Education on Tourism Services
- Two (2) years minimum experience in the same position
- Solid written and verbal communication skills
- Fluency in English & Preferably German or French
- Ability to maintain a positive, friendly attitude even under high pressure
- Excellent knowledge of PMS (preferably Alexandros) & Microsoft Office
- Professional appearance

Benefits

- Competitive remuneration package
- Professional working environment
- Continuous education and training
- Accomodation in long dinstant hotels

Interested applicants should apply a Curriculum Vitae at hr@enormehotels.com

All applications will be treated as strictly confidential.

All open positions can be found at www.enormehotels.com/careers

