

Хотел Империял Пловдив 4* търси:

Hotel Receptionist

We are seeking a friendly, organized hotel receptionist to join our growing team. In this position, you will welcome guests to our hotel, making future reservations, and generally attending to any needs during their stay. The ideal candidate will be committed to ensuring that guests experience maximum satisfaction, presenting an excellent image of our hotel that leaves a lasting impression.

Skills required:

Work experience handling guest service responsibilities, preferably in a hotel/reception
Excellent spoken communication skills
Fluent in English
Proactive approach to dealing with issues
Highly organized, able to multitask and prioritize and work under pressure
Patience and tact

Duties and responsibilities:

Greet hotel guests; answer any questions or concerns
Dealing with bookings
Preparing bills and taking payments
Dealing with special requests from guests
Dealing with complaints or problems
Contact necessary staff to solve problems when challenges arise, ensuring guest comfort

Working hours:

day and night shifts

Career path and progression:

With experience and qualifications, you may be able to progress to front office manager. You could also move into different areas of hotel work, like events and banqueting services, sales or accounts.

In return, Hotel Imperial Plovdiv will give you a competitive salary, excellent working environment with company trainings and seasonal staff parties, Christmas and Easter bonuses as well as bonuses based on the achieved results.

**If you are interested please send your cv to:
rashev@hotelimperial.bg**