



R02: RECEPTIONIST

Pivot Hotel - Montecasino

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

Our successful Receptionists ...

- answer and manage all **incoming department telephone calls** in a friendly and professional manner
- are **well groomed and presentable** at all times
- taking **bookings** by phone and processing **check-ins**
- provide advice and information about local attractions, restaurant and transport options
- assist guest with special requests, for example wake-up services and taxi bookings
- liaise with housekeeping staff to ensure rooms are available for check-in
- attend to **guest complaints** or issues in a professional and timely manner
- creating final bills at check-out and processing payments
- **assist the Facilities Manager** in the supervision of co-ordination of the day-to-day repair and maintenance of buildings and equipment
- work as part of a team or individually to deliver high **quality standards** consistently and accurately.

If you have these **qualifications**, join our team: Matric (NQF 4), numeracy skills, verbal and written English skills (all NQF 4), great organisation skills, an attention to detail, a proven customer service focus, and at least two years' experience in a similar position.

CLOSING DATE: 19 September 2023

To apply, your written application must include:

- CV (maximum 4 pages)
- contactable references (with telephone numbers)
- covering letter with three reasons why you're our top candidate for the job!

For info or to apply, email: mamello.lebogo@tsogosun.com

Only successful applicants will be contacted

MONTECASINO
CASINO, HOTELS AND ENTERTAINMENT

TSOGO SUN

ENTERTAIN, IT'S WHAT WE DO

TSOGO SUN PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME.
WINNERS KNOW WHEN TO STOP. ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE.
NATIONAL PROBLEM GAMBLING COUNSELLING TOLL-FREE HELPLINE 0800 006 008