



## Front Office Receptionist - Full Time

Located on the outskirts of Sydney's CBD, Medina Classic Chippendale is seeking an enthusiastic, dynamic, career driven individual to join our Front Office team as a full time Receptionist.

The successful applicant will be responsible for all key performance areas: Reservations, Email management, Guest Satisfaction, Shift Balance, Cash and Credit Handling, Sales Handling and Conversion and Product Knowledge.

You should have the following essential attributes:

- Customer focused
- Minimum 6 months experience in a Hotel
- Excellent Attention to Detail
- Well Groomed and reliable
- Great communication skills
- Work well under pressure
- Great communication skills, both written and verbal

You will have the flexibility to work a rotating roster, which includes morning and afternoon shifts as well as regular weekends.

Only short listed candidates will be contacted and only permanent residents will be considered.

This position offers the opportunity to develop in the offered role as well as the potential to advance at other Medina, Vibe or Travelodge Hotels throughout Australia.

[www.togahotels.com.au](http://www.togahotels.com.au)

*Adina* apartment  
hotels



vibe  
hotels

 Travelodge  
Hotels