



## Front Office Receptionist – Full Time

Travelodge Hotel Sydney has an excellent opportunity available for an enthusiastic team player to join the Travelodge Hotels.

We are one of the New Generation of Travelodge Hotels offering over 406 modern well appointed rooms and ideally situated within Sydney CBD.

Applicants must be motivated to work independently as well as part of a team. Applicants should have experience in a similar role and be able to work to deadlines.

Responsibilities include:

- Auditing and balancing all hotel transactions
- Reporting
- Guest service and satisfaction
- Check in / check out
- Taking guest reservations
- Overnight room service
- Night porter
- Guest / staff safety and security

The ideal candidate will possess:

- Excellent presentation and grooming
- Good communication skills
- Previous Front Office experience - preferably in a similar role
- Great numerical skills and time management
- Customer focus

This position offers the opportunity to develop in the offered role as well as the potential to advance at other Medina, Vibe and Travelodge Hotels throughout Australia/New Zealand & Adina Apartment Hotels in Europe.

Only short listed candidates will be contacted and only permanent residents will be considered. This position may include Friday & Saturday nights!

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

