

Senior Receptionist – Full Time

Vibe Hotel North Sydney is the leading 4 star hotel in the North Sydney area, with 165 guest rooms, Curve Café, Curve Bar, extensive conferencing facilities and an enviable position with views of both Lavender Bay, and Kirribilli to Sydney Harbour.

We are currently seeking an enthusiastic, dynamic, career driven individual to join our team in a newly create role of Senior Receptionist.

As a senior receptionist, you will be responsible for a number of key performance areas, including, but not limited to:

- Guest satisfaction, including check in and check out
- Shift balance
- Cash and credit handling
- Answering internal and external telephone calls
- Covering Duty Manager shifts when required
- Training reception team members
- Taking reservations
- Leading and mentoring the reception team

To be considered for this position you should possess the following attributes:

- Strong customer focus
- Work well under pressure
- Well presented
- Enthusiastic Team Player
- Strong communication and interpersonal skills
- Good time management and the ability to multitask
- Full availability to work a 7-day rotating roster (day and evening shifts involved)
- Excellent attention to detail

This role would suit a strong, committed receptionist, whom is looking at becoming a Duty Manager in the next 12 – 18 months. This is a full time role, involving shiftwork and a 7 day rotating roster. Previous hotel reception experience is essential, however full training will be provided to the successful applicant.

Only shortlisted candidates will be contacted!

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