



Front Office Receptionist- Part Time

Medina Classic Canberra is seeking an enthusiastic, career driven individual to join our Front Office team as a Part 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
- Product Knowledge

You should have the following essential attributes:

- Customer focused
- Excellent Attention to Detail
- Well Groomed and reliable
- Great communication skills
- Work well under pressure
- Great communication skills, both written and verbal

You will be able to work a flexible roster, which includes morning and/or 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, Adina, Vibe or Travelodge properties throughout Australia/New Zealand & Europe.

www.togahotels.com.au

