



## Porter – Full Time

With 163 Guest Rooms, Vibe Hotel Savoy, Melbourne is looking for a Full Time Porter to join their Front Office Team. Located only a couple of blocks from the hub of Collins Street, Vibe Hotel Savoy, Melbourne wants you to become its newest Team Member!

Whilst being the first and last point of contact for our guests you will be responsible for the following key performance areas:

- Ensure that individual guests and groups are welcomed warmly, greeted by name wherever possible, and are efficiently guided through what the hotel has to offer in accordance with established policies & procedures
- Assist with luggage, tours & transport requirements
- Assist the housekeeping, restaurant, conference and front office departments as directed by your supervisor/manager
- Ensuring lobby and public areas are clean and tidy
- Assisting reception with check ins and check outs if required
- Valet parking of guest vehicles

It is essential for the successful applicant to possess the following attributes;

- Friendly, outgoing personality
- High standard of personal presentation
- Great communication skills - ability to speak additional languages is desirable
- Excellent Attention to Detail
- Reliable and Flexible
- Current Full Drivers Licence- able to drive both Auto and Manual

You will have the flexibility to work a rotating roster including weekends, evenings and public holidays.

Whilst initially the primary role is portering, we are looking for a candidate that will learn reception, night audit and reservations to join an integrated Front Office Team and be developed for a career in hotels.

Only short listed candidates will be contacted.

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 & New Zealand.

Have you got the vibe?

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

