

Front Office Shift Leader

MARINA HOTEL CORINTHIA BEACH RESORT

Marina Hotel Corinthia Beach Resort is seeking to recruit an ambitious, determined, and highly motivated individual who is seeking to embark on a career in hospitality. A challenging opportunity has arisen ahead for those who would like to advance their career within the Front Office Department. Working with a highly dynamic team, in a fast-moving environment, the candidate will be responsible to carry out requested duties whilst delivering exceptional customer care service.

Responsibilities:

- Overseeing and directing the reception operation by supervising the team and ensuring that guests' needs are met to the high standard required by the company;
- Maintaining effective communication within the department;
- Assisting in achieving goals and targets set in the company budget;
- Responding and actioning any queries in a friendly and efficient manner;
- Delivering outstanding customer care service;
- Fulfilling all guests' needs and requirements.

Entry Requirements:

- Have a minimum of two years experience within a Front Office Department;
- Have a pleasant personality and professional disposition;
- Be computer literate and familiar with Opera PMS & Microsoft Office applications;
- Be logical, accurate, and able to handle multi-tasking;
- Be fluent in English and preferably another language;
- Have excellent verbal and written communication;
- Be willing to work night shifts, weekends, and public holidays as necessary;
- Maintain Company grooming standards.

We offer:

- Welcoming and fun environment;
- Meals on duty;
- Health insurance cover;
- Interesting career opportunity and professional growth.

Candidates are requested to submit their CV by e-mail to the Human Resources

Department on vacancies@marinahotel.com.mt