



PORT LINCOLN HOTEL

Hotel Reception – Casual Position

The Port Lincoln Hotel has 111 rooms and suites catering for business and leisure travellers from all around the world. We pride ourselves on delivering exceptional service and facilities to our guests by providing the warm genuine country hospitality we are known for.

We are currently seeking an enthusiastic passionate hotel receptionist to join our front office team. This is a dynamic role responsible for delivering the highest standard of customer service whilst providing efficient day to day operations of rooms division services. This role is well suited to a guest focused person who is passionate and loves to go the extra mile to exceed expectations.

You will be responsible for:

- Processing guest check arrivals and departures
- Processing reservation enquiries and bookings
- Selling and promoting packages and local tours
- Answering calls and assisting with a variety of general enquiries
- Greeting guests in a friendly and professional manner
- Working cohesively in a diverse team environment
- Adhering to timelines and working efficiently to achieve tasks
- Ensuring Occupational Health and Safety standards and practices are followed

The successful applicant will have:

- Previous experience in an accommodation reception role preferred
- Experience in using RMS advantageous
- Sound computer skills and with impeccable attention to detail
- Exceptional customer service skills
- Excellent communication, interpersonal and time management skills
- The ability to multitask while working efficiently to timelines
- An energetic, friendly and outgoing personality
- Be flexible, reliable and punctual

This is a casual role working a spread of hours ranging from 7am through until 1130pm over a 7 day roster including weekends and public holidays. You will be provided on the job training and ongoing development in a friendly team environment. If you have a 'can do' attitude and would like to be part of our award winning team, forward your cover letter and CV (including current referees) to:

Katherine Arthur- Rooms Division Manager

katherine@portlincolnhotel.com.au