



Ваш надежный помощник

# Receptionist

📍 Киев, 🕒 27 сентября  
2024

Компания: [Shangri-La Hotel, The Shard, London](https://jobs.ua/company/id/1638032) (<https://jobs.ua/company/id/1638032>) ([Все вакансии](#))

Рубрики: [Офисный персонал](#), [Работа за рубежом](#), [Гостиничный бизнес](#)

## Пожелания к сотруднику

Образование: среднее  
Опыт работы: не требуется  
График работы: полный рабочий день

## Описание вакансии

We required a service of a Receptionist, a responsible and very sociable one, ready to develop and grow with us. If you are interesting, responsible with an active personality. You truly love and know how to socialize, we will be glad to accept you into our team!

Responsibilities: Achieve positive outcomes from Guest queries in a timely and efficient manner.  
Ensure an efficient reception experience for Guests, including check in/out, and complete audit procedures, as required.  
Ensure that both the Front Office Manager and Reception Supervisors are kept fully aware of any relevant feedback from guests and, or, other departments.  
Maximize room occupancy and use up-selling techniques to promote hotel services and facilities.  
Demonstrate a high level of customer service at all times.  
Attend appropriate training courses, when required, and assist with the Night Team's training and development efforts.  
Demonstrate a knowledge of hotel room categories, room rates, packages, promotions and other general product knowledge necessary to perform daily duties.

Conditions: Qualifications, Experience and Requirements:  
Preferred Language of Resume/Application: English.

1 year minimum experience.  
Average level in English.  
Positive attitude.  
Good communication skills.  
Ability to work under pressure.  
Ability to work independently or in teams.  
Experience in communication and good conduct.  
Attention to detail.  
Good customer service and leadership skills.

Monthly Salary: 3,500GBP and above, depending on the level of experience.

Interested person should forward or attach current cv/resume via email to the Human Resources Department of the Shangri-La Hotel, The Shard, London for fast processing of application and consideration.

## Контактная информация

Контактное лицо: SaraNasiri

Адрес: 31 St Thomas Street, London SE1 9QU United Kingdom