



Receptionist (Female)

- **Vacancy for:** 2
- **Posted on:** Jan. 7, 2018
- **Deadline:** Jan. 17, 2018, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu, Central Development Region, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years

Other Specification

- Should have good communication skill.
 - Should be polite and well mannered.
 - Knowledge of MS Office.
 - Smart and pleasant personality.
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Job Description

- Greet guests and patrons as they arrive.
- Ask if guests have a prior booking.
- Manage the registration process.
- Ask for identification and ensure that the provided credentials are accurate.
- Handle guest check-ins and check-outs appropriately.
- Operate hotel switchboard, take calls and provide information and transfer calls
- Manage accurate accounting of all rooms.
- Provide guests with room keys and call for bellboys.
- Take reservations over the telephone, through emails and in person.
- Answer queries regarding the hotel's services, charges, dining facilities, sports facilities and travel directions.
- Refer guests to appropriate departments to resolve complaints or provide suggestions.
- Compute bills and take payments.
- Provide guests with directions around the hotel.
- Contact housekeeping and maintenance departments when a problem is reported.
- Explain appropriate use of keys and ensure that guests are satisfied with the rooms allotted to them.

Communicate customer feedback to managers and recommend new menu items

TO APPLY:

Interested and eligible candidates are requested to send their updated resume at iiohmanagement@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/receptionist-female-99/>

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