



Supervisor

- **Vacancy for:** 3
- **Posted on:** April 15, 2018
- **Deadline:** May 1, 2018, 11:55 p.m.

Basic Job Information

Job Category : Hospitality
Job Level : Mid Level
Employment Type : Full Time
Job Location : Jawalakhel, Patan, Central Development Region, Nepal
Offered Salary : NRs. 14,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Should have at least 2 years of experience
 - Communication skills must be good
 - Should have good English and must be well mannered
 - Should be willing to work flexible hours and multi-task
 - Facilities include service charge, basic health insurance, accident insurance, healthy work environment
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Job Description

- Oversee work of front desk personnel such as guest relation officers to ensure that they receive and greet guests properly
 - Assist during the check in and check out processes to ensure that all associated activities are handled flawlessly
 - Create and implement staff schedules to ensure that no station within the hotel is left unmanned
 - Make reservations for guests over the telephone or in person and instruct staff members to handle follow up duties
 - Assist with cashiering functions by providing insight and support in handling bookkeeping activities
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Applying Procedure

Apply Link : <https://merojob.com/supervisor-65/>

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