



FRONT OFFICE SUPERVISOR

(Southern Sun Hyde Park - Gauteng)

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

Our successful Hotel Front Office Supervisors, Guest Services Supervisors and Shift Leaders ...

- accurately and efficiently fulfil all **administrative requirements** of the Front Office
- ensure **excellent customer service levels** are maintained in the implementation of **systems, loyalty programmes, reservations and forward bookings**
- **build and maintain a working environment** in which staff are fully trained, supportive of each other and competent
- work as part of a team or individually to deliver high **quality standards**.

If you have these **qualifications**, join our team: Matric (NQF 4); good numeracy, verbal and written English skills (NQF 4); at least two years' experience as a receptionist.

CLOSING DATE: 06 MARCH 2019

To apply, your written application must include:

- CV (maximum 4 pages)
- contactable references (with telephone numbers)
- covering letter with three reasons why you're our top candidate for the job!

For info or to apply, contact the Assistant Front Office Manager on phone 011 341 8080 or email sandra.mangwane@tsogosun.com

www.tsogosun.com

