



## SWITCHBOARD OPERATOR

(Crowne Plaza Rosebank – 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 Switchboard Operators ...

- efficiently and calmly process **telephone calls** and **electronic communications**
- provide guests with **information** and manage their **enquiries** and **complaints** politely and appropriately
- keep the **switchboard** and related **equipment** in good working order
- know the **emergency drills** and key contacts in the hotel and surrounding area
- actively participate in a **working environment** where staff are fully trained, supportive of each other and competent
- maintain the **health, hygiene** and **professional appearance** of the switchboard office and all who work in it
- work as part of a team or individually to deliver high **quality standards**.

If you have these **qualifications**, join our team: Matric (NQF 4) or equivalent; good numeracy, verbal and written English skills (NQF 4) and previous hotel switchboard experience.

**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 Front Office Manager: phone 011 448 3600 or email [andiswa.mde@therosebank.co.za](mailto:andiswa.mde@therosebank.co.za)

[www.tsogosun.com](http://www.tsogosun.com)

