

BECOME PART OF THE LE MERIDIEN FAMILY

Day/Night Front Office Agent - Part Time

Reporting directly to the Front Office Manager, the Front Office Agent will be a key member of the front office team, responsible to deliver excellent customer service at all time as per brand standards. The Front Office Agent welcomes guests to the hotel, answering and directing calls, dealing with check ins and check outs, receive payments and accommodating the guests' requests.

Requirements:

- Be highly motivated and works well within a team.
- Offer positive experience to all guests with a positive attitude.
- Greets guests as they arrive in a positive, welcome manner and assist accordingly.
- Be flexible with the working hours and is able to work weekends and public holidays.
- Must have a customer-focus approach.
- Maintains a friendly, cheerful and courteous attitude at all times.
- Address customer queries, concerns and complaints in a timely manner.
- Build strong relationships and liaise with all other department's especially housekeeping, reservations etc.
- Fluent in English and other languages are considered as an asset.

Are you the perfect candidate?

Please send your CV to our Human Resources Manager by email to careers@lemeridien.com or give us a call on [+356 2311 2152](tel:+35623112152).

Get to know us: www.lemeridienmalta.com

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ST. JULIANS HOTEL & SPA