



HOTEL RESERVATIONS SUPERVISOR (Montecasino)

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 Reservations Supervisors ...

- accurately and efficiently fulfil all **administrative requirements** of the reservations department
- ensure **excellent customer service levels** are maintained in the processing of reservations and guest requests
- **maximise sales and marketing opportunities** within the hotel's policies, procedures and standards
- **build and maintain a working environment** in which staff are fully trained, supportive of each other and competent
- manage room inventory with diligent adherence to checklists and systems
- maintain the data integrity of the property management system with respect to guest profiles, history, rate etc
- maximise on revenue opportunities and drive the reservations team to exceed budget
- 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); hotel / tourism school diploma; at least two years' experience in a similar position and expert knowledge on Opera

CLOSING DATE: 14 February 2024

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!

To apply: email GamingRecruitment@tsogosun.com

Only Successful Candidates will be contacted

MONTECASINO
TSOGO SUN