



C84: HOTEL CONCIERGE

(Suncoast Hotel & Towers)

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 Concierges ...

- are **thorough** and adhere to the highest standards of **preparation and accuracy** when conducting concierge duties
- maintain the **database** of guests
- provide useful information to **guests**, respond to their requests and ensure that **hotel management** is made aware of all guest interactions
- **follow up with guests** on their return from a requested concierge service
- **keep up to date** with activities, events and facilities in and around the hotel
- adhere to the hotel's **systems** in all areas of concierge service
- manage **cash** and **reconciliations** diligently
- work as part of a team or individually to deliver high **quality standards**.

If you have these **qualifications**, join our team: Grade 12 (NQF 4) or equivalent; good numeracy skills; verbal and written English skills; at least six months in a concierge or porter role.

CLOSING DATE: 20 May 2024

To apply, your written application must include:

- **CV (maximum 4 pages)**, including matric, ID & Tertiary qualifications (if applicable)
- **Internal application form signed by HOD** required for staff
- **Contactable references (with telephone numbers)**
- **Cover letter with three reasons why you're our top candidate for the job!**

For info or to apply, contact the HR department: Phone 031 328 3000 or email Suncoast.F&BRecruitment@tsogosun.com

(Please **specify the vacancy applied for on Subject line** of email - CV & documents to be in one attachment)

TSOGO SUN

CASINOS . HOTELS

ENTERTAIN. IT'S WHAT WE DO.

TSOGO SUN PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME. WINNERS KNOW WHEN TO STOP. ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE. NATIONAL PROBLEM GAMBLING COUNSELLING TOLL-FREE HELPLINE 0800 006 008.

