



C84: HOTEL CONCIERGE

(Suncoast Hotel and 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; Hospitality Diploma/Degree or Equivalent; Technical proficiency (Microsoft Office Suite and Opera System knowledge advantageous); Problem solving, communication and organizational skills; good numeracy skills; verbal and written English skills; at least six months in a concierge, porter role, or customer service role.

CLOSING DATE: 2nd September 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, **click on the below link or scan the QR code:**

<https://app.smartsheet.com/b/form/6665b66838d64e189d499d80db546551>



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.

Only successful applicants will be contacted