

## R02: Receptionist

### Emerald Resort & Casino

(Vanderbijlpark, Gauteng)

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing 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 Receptionists ...

- answer and manage all **incoming department telephone calls** in a friendly and professional manner
- are **well groomed and presentable** at all times
- work as part of a team or individually to deliver high **quality standards** consistently and accurately.
- **book** external services where required
- **ensure** the front desk is manned at all times
- Sell ERC **products and services** to customers

If you have these **qualifications**, join our team: Matric (NQF 4), Diploma in Hospitality/ Hotel Management, verbal and written English skills, experience on Hotel Management Systems – Opera, an attention to detail, a proven customer service focus, and at least one-year experience in a similar hotel position.

**CLOSING DATE: 21 February 2025**

**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 HR Department: phone 016 982 8000 or email [emerald.vacancies@tsogosun.com](mailto:emerald.vacancies@tsogosun.com)

*Only successful applicants will be contacted*

***Emerald Resort and Casino is an equal opportunity employer.***

**EMERALD**  
TSOGO SUN

**EMERALD**

TSOGO SUN

**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.