

## R39 - Receptionist Supervisor

### 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 Receptionist Supervisor...

- Ensure that **efficient, quick and friendly service** is being provided to the guests.
- Supervise daily shift process ensuring all team members adhere to standard operating procedures.
- Supervise the operation of the front desk to ensure an optimal level of service and hospitality is provided to the guests
- Build strong relationships and liaise with all other department's especially housekeeping, reservation, etc.
- Controls cash transactions at the front desk and monitor daily cash ups.
- Courteously and accurately answer inquiries from potential guests and accept hotel reservations

If you have these **qualifications**, join our team: Matric (NQF 4) or equivalent; verbal and written English skills; Diploma in Hospitality/Hotel Management will be an advantage, at least three years' experience in a similar position in hotels.

**CLOSING DATE: 14 March 2025**

**To apply**, your written application must include:

- CV (maximum 4 pages)
- Contactable references (with telephone numbers)
- Covering letter with three reasons why you are 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.