



POSITION VACANT

RESERVATIONS COORDINATOR

An opportunity exists within our dynamic front office team!

Collaborating with all levels of staff including the Front Office Manager and Property Manager, you will be required to provide a consistent and disciplined approach in achieving the company vision of delivering the highest quality of service to ensure true and lasting customer and staff loyalty.

The primary responsibilities of this role include:

- Monitor room rates and inventory
- Update rates on GDS, third party websites, Hotel PMS and OWS on a daily basis
- Management of reservations and sales
- Administration of customer accounts
- Liaise with Sales and Marketing Department for corporate and group bookings
- Promote and sell Majestic Hotels products and services at all times
- Assist with front office duties as required

To succeed in this role you will require:

- Effective communication skills incorporating a collaborative approach
- Consistent and professional approach to delivering customer service
- High level of accuracy and attention to detail when delivering products and services
- Work productively in a team environment as well as individually
- Exceptional time management skills and the ability to work under pressure
- Consistent approach to self-development
- An attitude of professionalism at all times
- High level of presentation
- Punctual and reliable
- A shared passion and responsibility towards our groups vision and values

Highly desirable:

- Proven experience in a similar role within a 4 or 5 star environment
- Opera PMS / Myfidelio / iHotelier

This is a full time position working predominantly Monday to Friday.

If you are a driven team player, looking to succeed in a culture of empowerment and accountability please visit our website www.majestichotels.com.au and download the position description.

Applications to: *(must include covering letter & resume)*

Tom Christiansen - Manager

Majestic Old Lion & Tynte St Apartments

Majestic Minima Hotel

E: employment@majestichotels.com.au

Applications close: 25 June 2017

Majestic Hotels employees may apply for this position and will be considered in line with other external applicants. Decisions will be made based on relevant experience, skills and merit. Prior to submitting your application we encourage you to advise your manager