



## **MYSTERY HOTEL BUDAPEST IS LOOKING FOR A RECEPTIONIST**

Budapest's new boutique styled and mystic themed luxury hotel - a member of the exclusive brand Preferred Hotels & Resorts LVX collection, opening soon - is looking for a Receptionist. The ideal candidates will meet the following requirements:

### **Responsibilities:**

#### **Daily Front Office operation:**

- Knowledge of check in, check out, Front office finance procedures
- Guest focused attitude, complaint handling skill
- Invoicing, handling guest bills, closing group invoices
- Instructing bellstaff
- Keeping contact with contracted transfer company, flower, newspaper and other suppliers for maximising guest service
- Concierge tasks included: organising programmes, outside activities, transfers, special surprises, dining facilities according to guest needs
- Proactive personality who suggesting creative ideas

### **Requirements:**

Proven working experience in Front Office is advantage but not an expectation

Guest focused attitude, high problem solving skill

Exceptional verbal and written skills in Hungarian and English. Second language is advantage.

Minimum qualification (graduation)

If you would join our team, please send your CV both Hungarian and English to the e-mail address: [nikoletta@mysteryhotelbudapest.com](mailto:nikoletta@mysteryhotelbudapest.com).

