



MYSTERY HOTEL BUDAPEST IS LOOKING FOR A NIGHT RECEPTIONIST

Budapest's new boutique styled and mystic themed luxury hotel - a member of the exclusive brand Preferred Hotels & Resorts LVX collection - is looking for a Night 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
- High responsibility for "keeping the entire house in one hand"
- Preparing Front Office department for the daily operation
- Night closure, invoice controlling, credit check
- Exceptional skill for individual work, and problem solving
- Concierge tasks included: organising programmes, outside activities, transfers, special surprises, dining facilities according to guest needs
- Highly trained in Fire, Life and Health procedures and regulations, staid and tranquil personality in all cases

Requirements:

Proven working experience in Front Office

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: akos@mysteryhotelbudapest.com.

