Front Desk Agent – Full and Part Time

Holiday Inn Sofia is a franchise hotel of Intercontinental Hotels Group. The hotel is owned and operated by „Meridian Hotels Bulgaria" EOOD. It is located in Business Park Sofia. Address: 1766 Sofia, 111 Alexander Malinov Blvd and next to SUBWAY STATION "BUSINESS PARK SOFIA".

Currently we are looking for a friendly and professional Front Desk Agent to join our team.

The role of the Front Desk Agent – Full and PartTime will be:

- Front Desk agent is responsible to provide an efficient reception service, whilst ensuring all guests are dealt with in a hospitable and courteous manner;
- To give particular attention to all guests' requirements;
- To ensure all check-ins and check-outs run smoothly and that all cashiering transactions are processed promptly and correctly both during the day and night;
- The position reports to the Front of House Manager;
- The main duties are to ensure the safety of guests, to post, balance and provide the accurate and timely completion.

Requirements:

- Friendly Attitude and willingness to work
- Exceptional Customer Service orientation
- Previous experience in a similar position is considered as an advantage
- Excellent communication skills
- A strong Team player
- Fidelio/ Opera knowledge is considered an advantage

In return, the Holiday Inn Sofia will give you:

In return, the Holiday Inn Sofia will give you a competitive salary and benefits package – food and uniform, as well as opportunities to learn new skills and grow your career.

If this sounds like the perfect move for you, please send us your **CV** with a recent photo. –

hrcoordinator@holidayinnsofia.bg

Telephone for contact: **02/ 80 70 731**

Please note that due to the expected high volume of applications; only short- listed candidates will be contacted!