

Royal Palms Hotel



Front Office Associate

Our busy corporate hotel is looking for a dynamic, articulate, well presented, and highly motivated individual capable of working on their own initiative in a fast paced environment to join our team.

The responsibilities of this position will include but are not limited to:

- Meet and greet visitors, direct new guests to their rooms, and show them the hotel upon arrival
- Guests check-in and out and processing of payments
- Maintain guest profiles
- Effectively handle guest issues
- Ensuring guest rooms are prepared to our hotel standard
- Site inspections
- Reservations
- To act as a knowledgeable Bermuda host for our guests by doing whatever is appropriate to enhance the guest experience including restaurant reservations, golf tee times and other activities
- Interact with guests in a professional, warm and friendly manner

Candidates should be:

- Self-motivated and possess an appreciation of the demands placed on all members of a small team
- Demonstrate a high level of general administrative and business competence together with a high comfort level of computer systems
- Must possess excellent verbal and written skills
- Must be guest focused with the desire to provide superior service
- Must be able to convey a positive and professional image at all times
- Have the ability to take on a variety of duties as required
- Have the ability to understand and carry out directions with minimum supervision.

Only those willing and able to work flexible hours to include evenings, weekends, and holidays should apply.

Please reply in writing to

The Manager

Royal Palms Hotel

P.O. Box HM 499

Hamilton HM CX

Email: reservations@royalpalms.bm

Closing Date: August 17, 2012