



## Employment Opportunities

**Elbow Beach Hotel, Bermuda's iconic and only luxury  
beachfront resort, is seeking:**

### **RESERVATIONS AGENT**

We require a mature and reliable individual who possesses a pleasant, service-oriented outgoing personality and who will make providing first class luxury service to our guests his/her top priority. Preference will be given to candidates who have the preceding qualities and who have previous Front Desk or Reservations experience. However, training will be provided for the individual who demonstrates a passion for the hospitality industry. The successful applicant must have an exceedingly positive attitude translating into an excellent telephone manner and must be prepared to work a flexible schedule that will include weekends and public holidays.

Successful candidates will be able to at a minimum type 45 wpm and have good knowledge of Word and Excel. Duties include handling all aspects of hotel reservations (creating, modifying, cancelling, billing, sending confirmations, processing advanced deposits), handling group rooming lists (input and billing), handling wholesale reservations, responding to reservations inquiries by phone/email/fax/other, answering daily correspondence in a timely and professional fashion, assisting in preregistration activities, group meetings, arranging ground transportation, assisting with reception duties and willing to undertake any reasonable request made by management in any other areas. Professional attire and a positive, team-oriented attitude required.

Please apply in writing with resume and references to:

The Director of Human Resources  
Elbow Beach Hotel  
Human Resource Department  
P.O. Box HM 455  
Hamilton HM BX  
E-Mail: Ebbda-hr@mohg.com

**Closing Date: May 21, 2014**

We view hospitality as an art and excellence as our obligation.  
Elbow Beach is an equal opportunity employer.  
Elbow Beach is a drug free workplace.

Only Bermudians, Spouse of Bermudians  
and PRC Holders need apply for  
the above position.



**ELBOW BEACH  
BERMUDA**