



INTERNAL ADVERTISEMENT RECEPTIONIST/CASHIER

Applications are invited from suitably qualified and experienced personnel to fill in the position of **Receptionist/ Cashier**.

Reporting to : **Front Office Supervisor**
Location : **New Ambassador Hotel**

The ideal candidate should meet the following requirements;

RESPONSIBILITIES INCLUDE:

- ❖ Attending to guests and guest enquiries, interacting with guests and collecting guest feedback.
- ❖ Taking note of guests special needs and communicating accordingly.
- ❖ Taking guest reservations, checking in and checking out guests and conducting cashiering functions.
- ❖ Maintaining guest accounts, updating guest profiles, transferring city ledger to accounts receivable and ensuring guest history accounts are kept current.

Job Specifications

- ❖ Holder of a Diploma in Tourism and Hospitality Management.
- ❖ Knowledge of Opera property management system is a requirement.
- ❖ At least 1 -2 years of relevant experience in a similar post.
- ❖ Yield management and sales skills are an added advantage.
- ❖ Demonstrable planning and customer care skills.
- ❖ Ability to work under minimum supervision.
- ❖ High level of attention to detail.
- ❖ Good communication and interpersonal skills.

All applications, accompanied by a detailed CV, should be submitted online by not later than 15 September 2023 on the link below;

<https://rtgafrica.com/careers/jobs/receptionist-cashier/>

The Human Resources Director

Rainbow Tourism Group
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Harare