



Receptionist Cashier x 1

Introduction

Applications are invited from suitably qualified personnel to fill in the position of Receptionist Cashier for Rainbow Tourism Group and the successful candidate will be based in the Front Office Department at Rainbow Towers Hotel.

The position reports to Front Office Supervisor.

Responsibilities Include:

- ❖ Attending to guests and guest enquiries, interacting with guests and collecting guest feedback.
- ❖ Taking note of guest's 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.
- ❖ Must be knowledgeable about the hotel's emergency procedures

Job Specifications

The candidate should have the following:

- ❖ Degree /Diploma in Tourism and Hospitality Management a **must**
- ❖ Very good communication and interpersonal skills
- ❖ Hands-on experience with the Opera system.
- ❖ 2 years' experience in a similar position.
- ❖ Ability to work under minimum supervision.
- ❖ Organizational commitment and dedication.
- ❖ Accuracy and attention to detail is a prerequisite.