



## INTERNAL ADVERTISEMENT

### Receptionist Cashier

#### 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, Kadoma Hotel & Conference Centre, Kadoma.

**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 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.
- ❖ Must be knowledgeable about the hotel's emergency procedures and
- ❖ Must be knowledgeable about keys to the City
- ❖ Any other duties as assigned by management.

#### Job Specifications

The candidate should have the following:

- ❖ Diploma in Tourism and Hospitality Management a **must**
- ❖ Business Knowledge
- ❖ Very good communication and interpersonal skills
- ❖ Hands-on experience with the Opera system.
- ❖ 2 years' experience in a similar position.
- ❖ Strong communication and interpersonal skills.
- ❖ Excellent time management skills.
- ❖ Should be well groomed, dependable and a team player.
- ❖ Ability to work under minimum supervision.
- ❖ Organizational commitment and dedication.
- ❖ Accuracy and attention to detail.

All applications accompanied by a detailed CV should be submitted online by not later than November 10, 2023 on the link below;

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