

Front Office Executive (SKS Inn)

Vacancy

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Job Context

- **SKS Foundation** has been implementing SKS Inn (4 star Resort) at Gaibandha district,
- The mentioned position will be recruited for responsible to maintenance the Front Office of SKS Inn.

Job Responsibilities

- Welcome and greet guests.
- Inform guests of hotel rates and services, make and confirm reservations for guests.
- Ensure proper room allocation, Register and check guests in.
- Confirm relevant guest information.
- Verify guest's payment method and imprint credit cards for authorization.
- Issue room keys and direct guests to their rooms.
- Maintain clear and accurate records of guest room bookings.
- Receive and transmit messages for guests.
- Listen and respond to guest queries and requests both in-person and by phone.
- Provide accurate information about local attractions and services.
- Liaise with necessary staff including housekeeping and maintenance to address any problems or complaints made by guests.
- Complete and maintain any incident reports, daily activity reports or other reports requested by management.
- Manage conference room bookings and scheduling.
- Review accounts and charges with guests during the check-out process.
- Inform housekeeping when rooms have been vacated and are ready for cleaning.
- Monitor visitors to the hotel.
- Enforce rules and policies of the hotel.
- Maintain a neat and orderly front desk and reception area.

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- Bachelor degree in any discipline, Bachelor degree in any discipline, Bachelor degree in any discipline

Experience Requirements

- 2 to 3 year(s)
- The applicants should have experience in the following area(s):
Hotel and Resort

Additional Requirements

- Age 24 to 30 years
- Both males and females are allowed to apply
- Should be knowledge in Hotel or Restaurant software,
- Email correspondences and Multimedia presentation.
- Must be well disciplined, should have dynamic & good personality.
- Self-motivated, open-minded with strong negotiation and communication skills;
- Able to work under pressure.
- Have a good sound of English language will give you priority.
- Minimum experience in a reputed Hotel or Resort.
- Excellent interpersonal, communication & negotiation skill
- Skilled in both languages (Bangla & English)
- Able to work in office maintaining

Job Location

Gaibandha (Gaibandha Sadar)

Salary

Tk. 18000 (Monthly)