



## RECEPTIONIST – JOB DESCRIPTION

### **Position – Receptionist:**

Stay City.com seeks a pleasant and hard working person to join our team. Responsible for the operation of a busy reception.

The successful candidate will be responsible for the reception desk, carrying out general administration duties and will be required to assist with the day to day running of the Apartments. Because of a very high level of occupancy we achieve, the demands on the front desk are at times extremely high. We require a lively, enthusiastic and well groomed person who can cope under pressure to work in our busy accommodation office. The ideal candidate will have previous hotel experience, be computer literate and have previous reception experience.

### **Specific Responsibilities:**

- To carry out the day to day administration of the front desk, including answering telephones, emails, and the distribution of post.
- Taking reservations
- To answer queries confidently from guests.
- Attending to all the needs of the customer/guests ensuring an efficient service at all times.
- Cash handling
- Dealing with Credit Card transactions
- Charging of all goods/services to customer accounts
- Liaising with Housekeeping with regard to rooms and general administration Duties.

**A good knowledge of Opera is essential.**

**Must be Fluent in English in both oral and written form.**

**Hourly rate of pay is €9.50**

**Please apply for this position by sending a cv to [lisa@staycity.com](mailto:lisa@staycity.com) with a passport photo attached and contact telephone number. If you would like to post your application please send to Lisa Mc Laughlin, First Floor, 14-16 Lord Edward Street, Dublin 2.**