



Job Responsibilities:

- Deliver the basic standards and provide exceptional guest service at all times.
- Maintain positive guests and colleagues interaction with good working relationships.
- Personally and frequently verify that guests are receiving the best possible service during check-in and check-out.
- Provide excellent service to internal customers as appropriate.
- Register hotel's guests in accordance with Front Office policies and procedures.
- Be familiar with the hotel's products and services and policies.
- Work closely with other Front Office personnel in a supportive and flexible manner, focus on the overall success of the hotel and the satisfaction of the hotel guest.
- Support and embrace the spirit of "Team Work"
- To be familiar with the Front Office computer system.

Job Requirements:

- Candidate must possess at least a Primary/Secondary School/SPM/"O" Level, any field.
- Required language(s): Bahasa Malaysia, English.
- Full-Time position(s) available. Full-time position(s) available.
- Fresh graduates are encourage to apply.
- Pleasant personality with a friendly approach and well groomed.
- Enjoy providing top services towards customers.
- Must be responsible, hardworking and have pleasant personality.
- Ability to work on shift, long hours, weekends and Public Holidays.
- Able to work independently
- Full-time position(s) available.