



FRONT OFFICE ASSISTANT / EXECUTIVE

Job Responsibilities

- Responsible for Front Desk duties including Sales Transaction, Check In & Check Out guests;
- Front desk telephone answering, attending to guests and inquiries;
- Greeting and directing staff and company's guests;
- Provide excellent customer service to guests;
- Answering incoming calls and redirect the calls to the appropriate staff;
- Handle room bookings via phone, internet and walk-ins;
- Other administrative duties in nature

Job Requirements

- Candidate must possess at least a SPM/STPM, Diploma or equivalent;
- Fresh graduates are encourage to apply;
- Able to communicate in English and Bahasa Malaysia;
- 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;
- Ability to work in a fast-paced environment;
- Able to work independently under minimum supervision;
- Full-time position(s) available.