

## CAREER OPPORTUNITY



The Prince George Hotel

HALIFAX

Position Vacant: **Guest Services Agent**

Start Date: March 20, 2019

Job Specifications or Qualifications and Experience Required:

The Prince George Hotel is seeking a Guest Services Agent to join our professional and hospitable team.

Main **responsibilities** include but are not limited to:

- Providing memorable guest recognition and service which exceeds anticipated and expressed expectations of all guests
- Maximizing personal departmental versatility through development in such areas as switchboard, lobby services, front desk, night audit and security services.
- Conducting courteous, efficient and accurate registration, departure and reservations services in accordance with guest credit standards.
- Answering phone calls and transferring them to proper department
- Maintaining a thorough knowledge of all service facilities and features of the hotel to ensure excellent service

**Requirements:**

- Excellent team-player
- Exceptional communication skills
- Previous experience with Opera software is an asset
- Desire to provide memorable experiences to our guests
- Flexibility and creative thinking

Apply in writing to: Milia Khuramshina, HR Recruiter

Email: [mkhuramshina@princegeorgehotel.com](mailto:mkhuramshina@princegeorgehotel.com)

Deadline: March 12, 2019