



Job Description

Job Title: Front Desk Representative
Location: Yerevan, Armenia

Position summary:

We are looking for a pleasant Front Desk Representative to undertake all receptionist and clerical duties at the desk of our main entrance. You will be the “face” of the company for all visitors and will be responsible for the first impression we make.

Principal Duties and Responsibilities:

- Keep front desk tidy and presentable
- Greet and welcome guests
- Answer all incoming calls
- Receive letters, packages etc. and distribute them
- To ensure full and accurate communications with all relevant departments on reservations issues
- Act as the primary liaison between the guest and the hotel
- Take up other duties as assigned

Requirements:

- Solid written and verbal communication skills
- Excellent phone skills needed
- Problem-solving skills
- Customer service orientation
- Multitasking and time-management skills, with the ability to prioritize tasks
- Maximize efforts towards productivity, identify problem areas and assist in implementing solutions.
- Perform other duties as requested by management.

To apply for this position please send your CV to info@818.consulting. In the subject line of your e-mail please mention “Front Desk Representative”. In case of questions, feel free to call us: 095 818 810

**Application
deadline: 10.09.19**