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Receptionist

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Company: Mandarin Oriental Hotel

Location: İstanbul

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Receptionist

Apply now **Position** Receptionist (Full time #528529)

Property / Office: Mandarin Oriental Bosphorus, İstanbul

Location: İstanbul, Turkey

The Group

Mandarin Oriental Hotel Group is the award-winning owner and operator of some of the most luxurious hotels, resorts and residences located in prime destinations around the world. Increasingly recognized for creating some of the world's most sought-after properties, the Group provides 21st century luxury with oriental charm. Above all, Mandarin Oriental is renowned for creating unique hotels through distinctive design and a strong sense of place, luxury hotels right for their time and place.

The Hotel

Mandarin Oriental Bosphorus, İstanbul has become Mandarin Oriental Hotel Group's second hotel in Turkey. The hotel is located on the European side of İstanbul, in the luxurious residential district of Kuruçeşme, right next to the unique Bosphorus.

Redefining luxury with its sophisticated design and architecture inspired by İstanbul's uniquely beautiful mansions and palaces, our hotel is located on the shores of the Bosphorus with two outdoor pools in the city center with lush and generous gardens, 100 spacious rooms and suites with large living spaces, rich Sunday brunches with Turkish and international cuisine, Novikov Restaurant, the international representative of modern Asian and Italian cuisines; Olea & The Bar, offering the most exclusive flavors of Italian cuisine; Hakkasan,

world-renowned for its innovative interpretation of China's traditional Cantonese cuisine; and Bosphorus Lounge, home to delicious snacks and tea-time rituals. The Spa at Mandarin Oriental Bosphorus, Istanbul is the city's most comprehensive health, beauty, and wellness center with 3,500 square meters of The Spa at Mandarin Oriental Bosphorus, Istanbul.

Duties & Responsibilities

To welcome guests or visitors at all times enhancing a lasting impression of warmth and care

To handle all arrivals in an efficient manner providing our guests with accommodation and personalised escort enhancing a feeling of warmth and comfort in a professional and proactive manner

To anticipate up-selling and cross-selling opportunities encouraging our guests to use the hotel facilities for their enjoyment

To act as an in house guests' ambassador by establishing and developing personal contact with all our guests enhancing a feeling of comfort, warmth and care throughout their stay.

To ensure that the uniform provided is kept in good condition, clean and presentable and ensures standards of personal appearance and hygiene are an example for the team and a professional image to our guests

Requirements

Two years hotel Reception Agent experience within a luxury environment

Experience in room revenue control, budget planning and cost control

Knowledge of computers and systems such as PMS, Excel, Power Point and Microsoft Office

Successful problem solving skills

Able to communicate in written and spoken English and Turkish

Excellent overall communication skills

Able to multi-task

The ability to work well in a team environment

Able to stand for extended periods of time

Professional appearance and demeanour Multi-lingual

Advertised 21 Feb 2024 GTB Standard Time

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