

Telephone Operator

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Company: Mandarin Oriental Hotel

Location: Bodrum

Category: other-general

Telephone Operator

Apply now **Position**Telephone Operator (Temporary / Seasonal #537883)

Property / Office:Mandarin Oriental, Bodrum

LocationBodrum, Turkey

Mandarin Oriental Hotel 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.

Mandarin Oriental, Bodrum

A stunning resort overlooking the Aegean Sea, Mandarin Oriental, Bodrum is where dreams come true. A luxury 5-star hotel retreat with two private beaches and excellent leisure facilities, we invite you to lie back, relax and savour the moment. With an idyllic location in Paradise Bay, we offer a seductive blend of style, serenity and 5-star comfort. With a range of gourmet restaurants, relaxing spa and choice of rooms, suites and villas, our unique resort is world-class.

Duties & Responsibilities

To handle all emergency calls and ensure clear and accurate inter – departmental communication in order to provide a safe environment for our guests and employees.

To ensure that standards of personal appearance – smart office clothes and hygiene are an example for the team and demonstrate a professional image for our guests.

To be fully aware of the resort information in terms of services offered, opening times, location of venues etc. in order to provide guests with accurate information.

To receive and perform handovers from shift to shift, ensuring consistent and full information is given.

Requirements

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

Successful problem solving skills

Able to communicate in written and spoken English and Turkish

Excellent overall communication skills

Advertised 10 Jan 2024 GTB Standard Time

Applications close: 31 May 2024 GTB Daylight Time

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