

Join our Acrotel Hotels & Resorts team in Halkidiki, Greece 2024!

Discover the beauty of Sithonia, explore its hidden treasures and let the magic of Halkidiki unfold before you.

Whether it's the elegant five-star Hotel Athena Pallas or the charm of the Athena Villa Hotel, our seven hotels in Halkidiki offer a variety of accommodation to suit every taste.

Acrotel group is looking to hire a professional for the position for the above project in Halkidiki

Hotel receptionist

Do you have a naturally positive attitude? Are you a pleasant personality? Do you have a customer-centric background? Apply now for Hotel Receptionist position

#### RESPONSIBILITIES:

Greet and welcome guests upon arrival at the hotel reception

Make sure the reception area is tidy and presentable, with all the necessary stationery and materials

Provide basic and accurate information in person and by phone/email

Receive and distribute daily emails

Application on a daily basis of the operating procedures of the department

Guest Relations Skills

Offering upgraded customer service

#### QUALIFICATIONS:

Degree in Hospitality/Tourism considered a plus

At least 1-3 years of experience

PC knowledge and PROTEL-MS Office knowledge is an advantage

Excellent knowledge of English is essential, knowledge of German or French is desirable

Basic knowledge of the Greek language will be considered an advantage.

Excellent organizational skills

Multitasking and time management skills, with the ability to prioritize tasks

Customer service attitude

#### BENEFITS:

Competitive compensation package

Pleasant working environment

Accommodation and full board

Supportive management

Ongoing training opportunities to expand your skill set

Excellent opportunities for professional development

If you think you are the perfect match for the Hotel Receptionist position, apply now and take the next step in your career! Send us your CV with photo.