



# POSITION VACANT

## GUEST SERVICE AGENT – PART-TIME

As the **Guest Service Agent**, you will play an important role in the Front Office department providing an exemplary service to our guest experience. The role involves all aspects of Front Office Reception, including providing professional yet friendly and personalised customer experiences, responding to accommodation enquiries, administration and attention to detail around reservations and ensuring full and accurate data capture. You will get the chance to take ownership of what you do and be surrounded by an incredibly energetic, talented and motivated team.

We are looking for someone who:

- Has a passion for customer service
- Excels at multi-tasking
- Approaches all tasks with a high attention to detail
- Is able to work autonomously
- Has proven experience in a similar role within a 4- and 5-star environment
- Experience using Opera PMS or similar property management system.
- Has previous experience in a customer service-based role
- Is an enthusiastic, but professional, effective communicator

***This is a part-time position working over a 7-day rotating roster.***

If you are a driven team player, looking to succeed in a culture of empowerment and accountability, please visit our website [www.majestichotels.com.au](http://www.majestichotels.com.au) and download the position description.

**If this sounds like the job for you then apply now!**

Applications to: *(must include covering letter & resume)*

**Ellie Keany** - Manager

Majestic Old Lion & Tynite St Apartments / Majestic Minima Hotel  
North Adelaide SA 5006

E: [employment@majestichotels.com.au](mailto:employment@majestichotels.com.au)

**Applications close: 20 May 2021**

Majestic Hotels employees may apply for this position and will be considered in line with other external applicants. Decisions will be made based on relevant experience, skills and merit. Prior to submitting your application, we encourage you to advise your manager.