

Reception Assistant



CORAL HOTELES in Tenerife searches 2 Reception Assistant

Requirements:

- English: high level
- Scandinavian languages (Swedish, Norwegian, Danish, or Finnish): high level.
- Degrees / Qualification: FP II (Professional Training) or University Degree.
- Previous Experience in this kind of Job (1 – 2 years).
- Smart appearance.
- Full working hours availability.

Job Tasks:

- To provide information and deal with the bookings from tour operators.
- Coordination with other departments the arrival of the hotel guests.
- To do the check-and check-out of the hotel guests
- To inform our guests about activities available in the hotel.
- To plan the room distribution for arriving guests.
- To issue invoices and to do the collection of the payments

We offer:

- Contract for a certain time period for full time with 2 days off per week.
- Gross salary: 1.340 – 1.430 €
- Possibility of contract renewal.

Please send CV to seleccion@coral-hotels.es

Contact person: Candelaria Álvarez o Melody China

Telephon : 34 922 75 31 25

<http://en.coral-hotels.com>

Avda. Noelia Afonso, nº 10, 38660 Playa de las Américas, Arona.