RECEPTIONIST POSITION

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Phone :
Web :

Job Summary

Vacancy :
Deadline : Oct 31, 2025
Published : Oct 30, 2025
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

Education & Experience

At least a Certificate in Hospitality Management or any related course. Good computer skills (knowledge of hotel systems is an advantage). Ability to multitask and work under minimal supervision. Previous experience in front office, customer care, or a related field is desirable.

Must Have

Excellent communication and interpersonal skills. Strong customer service orientation and professional grooming standards. Ability to multitask and remain calm under pressure. Positive attitude and strong teamwork spirit. Good organizational and problem-solving skills.

Educational Requirements

Compensation & Other Benefits