



THE FULLERTON HOTEL
SINGAPORE



Guest Relations Executive (Front Desk)

- Welcome guests upon arrival and check-in according to established standards and procedures.
- Train and supervise the Guest Relations Officers in all reception and cashiering procedures and assign tasks as necessary.
- Assist with new employee orientation and training and ensure that all Front Desk personnel are advised and trained on all changes in policies and procedures.
- Ensure that all individual guests, tours and groups are efficiently and expediently checked-in and check-out in accordance with established standards and procedures.
- Assist the Front Office Manager or Assistant Front Office Manager with administrative details or special projects as requested.
- Supervise all Guest Services Assistants assigned to his/her shift and ensure that all tasks are performed and completed.

Requirements :

- Candidate with at least a Diploma in Hospitality/Tourism or related courses is preferred.
- Preferably 3 year of relevant experience in hospitality industry.
- Knowledge of Opera system will be an added advantage.
- Pleasant disposition with good interpersonal skills
- Able to work on rotating shifts including weekends and public holidays.

To apply for the above positions, please fill in our online application form on <https://www.fullertonhotels.com/join-us.html>. Alternatively, you could send your full resume to careers@fullertonhotels.com.