



MONTECASINO
CASINO, HOTELS AND ENTERTAINMENT

A09: ADMINISTRATION CLERK (Montecasino Billy G - Fourways)

Tsogo Sun Gaming welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun Gaming family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

Our successful Casino Administration clerks ...

- effectively manage all Food and Beverage **administration** including phone and email correspondence, reporting, calendar co-ordination, filing and timesheets
- design, type and print **menus for special events**
- implement **procurement/payment policies and procedures** including supplier liaison, purchase requisitions, ordering and receiving of stock and payment
- respond promptly and politely to **guests' needs** and ensure their feedback is communicated to relevant people
- maintain an **orderly work station**
- work as part of a team or individually to deliver high **quality standards**.

If you have these **qualifications**, join our team: Grade 12 (NQF 4); good numeracy skills (NQF 4); competent verbal and written English skills; sound knowledge of computer skills (MS Excel, Word and Outlook) and at least two years' experience in a similar role.

CLOSING DATE: 16 February 2023

To apply, your written application must include:

- CV (maximum 4 pages)
- contactable references (with telephone numbers)
- covering letter with three reasons why you're our top candidate for the job!

For info or to apply, email F&B.vacanciesMTC@tsogosun.com

(Specify Vacancy Applied for on Subject Line of email)

Only successful applicants will be contacted

www.tsogosungaming.com