



R33: RESERVATIONS CLERK

Suncoast Hotel

Tsogo Sun welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun 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 Hotel Reservations Agents / Clerks ...

- accurately **capture data** and **maintain guest profiles** in the Opera System (PMS)
- **maximise sales and marketing opportunities** within the hotel's policies, procedures and standards
- manage **room inventory** with diligent adherence to checklists and systems
- work as part of a team or individually to deliver high **quality standards**.

If you have these **qualifications**, join our team: Matric (NQF 4) or equivalent; good numeracy skills, verbal and written English skills (NQF 4); opera management system; at least two years' experience in a similar position.

CLOSING DATE: 12 April 2023

To apply, your written application must include:

- CV (maximum 4 pages), including matric, ID & Tertiary qualifications (if applicable)
- Internal application form signed by HOD required for staff
- Contactable references (with telephone numbers)
- Cover letter with three reasons why you're our top candidate for the job!

For info or to apply, contact the HR department: Phone 031 328 3000 or email Suncoast.careers@tsogosun.com

(Please specify the vacancy applied for on Subject line of email - CV & documents to be in one attachment)

Only successful candidates will be contacted

www.tsogosun.com



TSOGO SUN GAMING PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME.
WINNERS KNOW WHEN TO STOP. ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE.
NATIONAL PROBLEM GAMBLING COUNSELLING TOLL-FREE HELPLINE 0800 006 008

SUNCOAST