

We Are Hiring

Male Receptionist for Hotel Sapphire



Job Profile:

Hotel Sapphire, a prestigious name under the estimated Ben Holdings, is seeking a well-groomed, professional, & dynamic Male Receptionist to be the welcoming face of our hotel. You will be the first point of contact for our guests, responsible for creating a positive & lasting impression. Your role is crucial in ensuring a seamless & exceptional guest experience from check-in to check-out.

Key Responsibilities & Roles:

- Greet guests warmly, perform check-ins & check-outs, & handle all front desk operations efficiently.
- Manage guest inquiries, requests, & complaints promptly & professionally, both in person & over the phone.
- Handle reservations, process payments & maintain accurate guest records.
- Provide information about hotel services, facilities, & local attractions.
- Ensure the reception area is always tidy & presentable.

Required Qualifications, Skills & Experience:

- Male candidates are preferred.
- Age between 21-30.
- Minimum qualification G.C.E. A/L.
- Prior experience in a front desk, customer service or a similar role is preferred.
- Excellent communication & interpersonal skills in English & Sinhala. Knowledge of Tamil is an advantage.
- Proficiency in basic computer applications & hotel management software.
- A professional appearance, pleasant personality & the ability to remain calm under pressure.