

Front Office Host

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Company: Hyatt Corporation

Location: Surakarta

Category: other-general

Front Office Host

Alila Alila Solo ID - Central Java - Surakarta Front Office Hourly/Entry Level Employee Full-time
Req ID: SUR000249

Summary

You will be responsible for the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest, and owner expectations. The Front Office Host is responsible for providing an excellent and consistent level of administrative support by assisting the Host Manager in the planning, coordination, and implementation of all office administration of the Front Office.

Qualifications

Ideally with a certificate or diploma in Hospitality/Tourism management.

Minimum 2 years work experience as FO Host or in a similar capacity in a hotel or a large operation.

Knowledgeable with the Front Office's software systems.

Computer literacy in Microsoft Office

Excellent English communication skills both in understanding and writing.

Good problem-solving, administrative and interpersonal skills are a must.

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