

# THE FARMINGTON HOTEL

## LIBERIA

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### **VACANCY**

The Farmington Hotel is located in Robertsfield, right opposite Roberts International Airport. With 164 rooms, restaurants, bars, leisure facilities and the largest conference facilities in the country it has set new standards in Liberia's hospitality industry and beyond.

#### **We are recruiting: Receptionist**

##### **Job brief**

We are seeking a friendly, organized hotel receptionist to join our growing team. In this position, you will welcome guests to our hotel, making future reservations for them, and generally attending to any needs during their stay. The ideal candidate will be committed to ensuring that guests experience maximum satisfaction, presenting an excellent image of our hotel that leaves a lasting impression

##### **Responsibilities**

- Greet hotel guests; answer any questions or concerns
- Provide an outstanding guest experience
- Maintain an orderly front desk
- Operate computer programs and multi-line phone systems
- Maintain guest records and book reservations
- Complete basic cashier and bookkeeping responsibilities
- Contact necessary staff to solve problems when challenges arise, ensuring guest comfort

##### **Requirements**

- University Degree or its equivalent
- Significant work experience handling guest service responsibilities, preferably in a hotel/reception setting
- Strong working knowledge of the Microsoft Office Suite and all other relevant computer programs

- Excellent written and verbal communication skills;
- Fluent in English
- Proactive approach to dealing with issues that may arise
- Highly organized, able to multitask and prioritize and work under pressure
- 2 years working Experience

**Other requirements**

- Liberian nationals only
- Willing & able to work late and weekends
- **Excellent Standard English** communication skills is a must and other international languages spoken is a plus
- Must be willing to relocate to Harbel area

Send your full application (cover letter, CV & references) to [jobs@thefarmingtonhotel.com](mailto:jobs@thefarmingtonhotel.com) with earliest possible date of resumption.

The deadline to apply for this position is **Jan. 15, 2019**

**FEMALE** CANDIDATES ARE HIGHLY ENCOURAGED TO APPLY