First impressions are crucial – and the Front Office team will be the first to impress our guests!

Are you inspired by the opportunity to welcome visitors to Cyprus, to offer them the hospitality and genuine care our hotels are known for, and to make them feel valued and respected from the moment they step into our hotel?

If so, and if you are a person who can generate similar enthusiasm among your team, lead by example, and take pride in your work, we would be happy to welcome you on board. You will have our full support in developing your team, and you can rest assured that our guests will appreciate it, and your efforts will be rewarded.

**What we expect from you:**

* To co-ordinate and supervise the Front Desk team
* To ensure high levels of operation and services are delivered by well trained and disciplined staff;
* To ensure all front-line employees are well versed in selling techniques, including upselling and further selling of the hotel facilities;
* To ensure that budget is maintained and provide details regarding budget fluctuations during regular management meetings.

**Qualifications and Experience**

* Graduate of a Hotel Management School
* At least 3 years of experience in a similar position in a 4 or 5 \* hotel
* Excellent knowledge of the MS Office Suite
* Excellent command of the English and Greek Language. Russian or German language knowledge would be considered as an advantage
* Pleasant personality
* Time management and Organizational skills
* Experience in using Hospitality management systems (Micros Point of Sales, Methodos, Fidelio etc.)
* EU Citizen or  EU Work Permit Holder

Apply with confidence at [www.kanikahotels.com/careers](http://www.kanikahotels.com/careers)