Here at KANIKA HOTELS & RESORTS we believe in helping guests unlock the unexpected and engaging experiences each destination has to offer.

We provide original, chic and memorable service and experiences that inspire guests to unlock the destination.

If you appreciate connecting with our guests and have a deep desire to create unexpected experiences, you are the right person for the Reservation Officer’s position.

**What we expect from you:**

* To process all reservation’s requests, changes and cancellations received by phone, fax or email
* To identify guests reservation needs and determine appropriate room type
* To verify availability of room type and rate
* To accommodate and document special requests
* To answer questions about property facilities/services and room accommodation
* To follow sales techniques to maximize revenue
* To input and access date in reservation system
* To indicate special room reservation types by inputting the correct code and rate into the reservation system
* To be proactive and anticipate guest needs, and ensure that all steps are taken to secure a reservation in accordance with Company standards

**Qualifications and Experience:**

* A Hotel Management School graduate
* Working experience of at least 2-3 years at a similar position of a 4 or 5\*  Hotel
* Excellent knowledge of computer applications
* Excellent knowledge of Greek and English language. Russian or German language knowledge would be considered as an advantage
* Pleasant personality
* Time management and Organizational skills
* Computer literacy and proficiency in using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
* 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)