

FRONT OFFICE MANAGER

Faros Hotel in Ayia Napa, a 4 Star Hotel, is part of the Vavlitis Group which for decades has been operating in the areas of Mechanical Contracting for building services, Trading, Hotels and Leisure and distributor of Hitachi HVAC systems for the Cyprus market. Faros Hotel, which recently has been under major renovation and accommodates on the outskirts the Satellite Casino of Famagusta Area, is looking for:

Main Responsibilities

- To ensure that the Front Office department perform successfully to the maximum efficiency in accordance with the agreed standards of operation of the hotel.
- Monitor and supervise the operation of the Reservations department and ensuring maximum room occupancies.
- Ensure the smooth operation of the Housekeeping department
- Establish and maintain high levels of service and guest satisfaction.
- To motivate and encourage the team to ensure high standards at all times for our customers.
- Collaboration with external parties i.e. Tour Operators, Travel Agents
- Carrying our Duty Management shifts
- Participation in international exhibitions
- Ability to manage multiple-tasks with differing priorities simultaneously

Qualifications

- University Degree or Diploma in Hotel Management or relevant field
- Relevant previous experience
- Excellent knowledge of Greek and English languages
- Knowledge of Russian language will be considered as an advantage
- Strong organisational interpersonal and coordination skills
- Proficient with MS Office; knowledge of ERP and CRM software
- Excellent communication and negotiation skills
- Have a pleasant personality and strong commercial awareness
- Understanding of all hotel management best practices and relevant laws and guidelines

Compensation & Benefits

Very attractive remuneration package will be offered to the successful candidate

Applications

Interested candidates should submit their curriculum vitae to hr@faroshotel.com.cy mentioning the **ref. no. 20/207** not later than **Monday 04/01/2021**. All applications will be treated in the strictest confidentiality and only eligible candidates will be contacted.