

Positions Vacant Posting Form

Position Title	Front Office Receptionist
Location	Leisure Inn Spires, Blue Mountains
FT/PT/Casual	Casual (possibility of FT for the right candidate)
Summary of Position for Selection Page	You will be an essential member of the Front Office team at Leisure Inn Spires, Blue Mountains. The property is 3.5 star and offers studio, one bedroom and two bedroom apartments. It is located at the top of Leura Mall next to the train station and close to all the local shops.
Required Starting Date	Immediate
Description of Work and Duties	<ol style="list-style-type: none"> 1. Check in and check out of guests 2. Assist with guest enquiries relating to the hotel and local area 3. Ensuring efficient operation of the Front Office 4. Adhere to the company policies and procedures 5. 7 day rotating roster
Selection Criteria	<p>Essential</p> <ol style="list-style-type: none"> 1. Previous hotel experience in the Front Office department 2. Proficiency in Microsoft Office applications including Word, Excel and Outlook 3. Knowledge of the local area and attractions <p>Desirable</p> <ol style="list-style-type: none"> 1. Experience with Hirus PMS
Closing Date	20 September 2010
Notes	<ol style="list-style-type: none"> 1. The selection criteria must be addressed in the letter of application 2. Only applicants with the right to work in Australia need apply