



JAC Recruitment

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Singapore



## PR/094967 | Senior Reservations Coordinator

### Job Information

**Recruiter**[JAC Recruitment Singapore](#)**Job ID**

1540430

**Industry**

Tourism

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

June 18th, 2025 08:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

The Senior Reservation Coordinator is responsible for managing and overseeing the reservations team to ensure efficient and effective handling of all guest bookings. This role involves coordinating with various departments to provide exceptional guest experiences and maintaining high standards of customer service.

**Key Responsibilities:**

Manage Reservations: Oversee the daily operations of the reservations team, ensuring all bookings are handled promptly and accurately.

Customer Service: Provide excellent customer service by addressing guest inquiries, resolving issues, and ensuring guest satisfaction.

Coordination: Liaise with other departments (e.g., front desk, housekeeping, sales) to ensure seamless guest experiences.

System Management: Maintain and update reservation systems, ensuring data accuracy and system efficiency.

Problem Solving: Handle complex reservation issues and escalations, providing solutions in a timely manner.

**Experience:**

Minimum of 2 years of experience in a reservations role within the hospitality industry

Salary up to \$3,800

If you are interested in this role, please send your profile with expected salary to **[chloe.lim@jac-recruitment.com](mailto:chloe.lim@jac-recruitment.com)**

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd.  
EA Licence Number: 90C3026  
Personnel Registration Number: R22108662

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Company Description