



PR/094967 | Senior Reservations Coordinator

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

求人ID

1538262

業種

旅行・観光

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年05月01日 20:14

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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**

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

JAC Recruitment Pte. Ltd.
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会社説明