



## 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

1540430

#### 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20日 12:17

### 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