

# CASTLEBURN RESORT

## VACANCY

*This vacancy will be filled taking into consideration the Legacy Hotel Employment Equity Policy.*

**POSITION: RESERVATIONIST**

### **Requirements**

- At least 1 year's experience as a Reservationist at a Time Share resort
- QSA System Knowledge (Will be an advantage)
- Computer Literate – Office applications
- Excellent Communication Skills (written and verbal) – Fluent in English and Afrikaans
- Excellent Guest Relations
- Mathematic and accounting knowledge

### **Qualifications**

- Std. 10 (Grade 12)
- NQ Level 2 or higher
- A tertiary qualification will be an advantage

### **Date required**

- A.S.A.P.

### **Key Areas of Responsibility**

- Processing all bookings for accommodation (incl. Space bankings)
- Maximizing occupancy
- Completing all correspondence received in the department on a daily basis
- Liaising with Time Share Exchange clubs on a daily basis
- Front Office responsibilities
- Responsible to operate within the policies and procedures of the hotel.

### **Reporting to**

- Rooms Division Manager

### **Application**

- Applications to be addressed to Christelle Viljoen, Rooms Division Manager, Castleburn Resort via email address [cviljoen@legacyhotels.co.za](mailto:cviljoen@legacyhotels.co.za) to reach her by **no later than 17h00 on Friday, 6<sup>th</sup> August 2010.**
- Your application is to be accompanied by a resume/CV.
- Should you receive no response by Friday, 13<sup>th</sup> August 2010, please note that your application was not successful.