

Would you like to join our team as receptionist?

We are looking for a person for our golf reception in the province of Málaga (Costa del Sol). You will be the "face" of our company and ensure that players receive a friendly welcome from the first contact prior to arrival until the moment they leave the resort. The job includes; calls, reservations, check-in, payments, cashier and sale of products in the ProShop.

You must be able to ensure that our reception provides a professional and friendly service to our customers at all times.

Responsibilities

- Reservation management (online, by phone, email and in person) for members, direct clients and agencies.
- Guarantee that the reception is in perfect conditions and that it has all the necessary material for the correct work.
- Ensure that customer service is clear, timely and accurate
- Deal with customer requests and complaints

What are we looking for?

- Written and spoken knowledge of Spanish, English and a third language.
- Knowledge of the golf booking software Repwin and Office is a merit.
- Proven work experience as a golf club / hotel / sports facility receptionist or other equivalent position in the sport or tourism industry.
- Golf player.
- Excellent communication skills and people skills
- Great organizational skills
- Problem solving capabilities
- A dynamic, flexible, versatile person, eager to learn who is willing to work as marshal, starter and in the buggies departments, when necessary.

Terms

- Long-term employment contract
- Salary to be negotiated based on the candidate's experience.
- Rotating shifts with five working days per week, from Monday to Sunday, with breaks established by law.

Application

- Forward your presentation letter and CV to golfcoursecostadelsol@gmail.com prior to 1st June 2022. Interviews are ongoing.