



junior assistant front office manager

The Vineyard Hotel & Spa is a family-owned property, celebrated for its feeling of warmth, sophistication and world-class service & quality. Exceptional leadership and an empowering approach to leading are key factors that make working at our hotel unique.

Requirements: ♦ 2 Years' front office experience in a similar position ♦ Hospitality Degree/Diploma will strengthen your application ♦ Knowledge of Fidelio Front Office Systems ♦ Solid industrial relations and training skills ♦ Fluent in English (additional languages would be a definite advantage) ♦ Ability to work duty management shifts, handle pressure and delegate effectively ♦ Must have own transport ♦ Excellent computer, interpersonal, people and organisation skills ♦ Exceptional guest relations qualities. Your ability to motivate and mentor staff, along with your keen eye for detail will set you apart from the rest. We invite candidates with the highest standards of ethical conduct (honesty and integrity). You must also subscribe to The Vineyard Hotel & Spa's values, service and leadership ethics.

If you wish to apply, please fax your CV + cover letter to 086 582 1736 or e-mail to mercia@vineyard.co.za

Only short listed external applicants will be contacted.



vineyard hotel & spa
the perfect setting

www.vineyard.co.za