

Mamba Point Hotel

United Nations Drive, Mamba point, Monrovia – Mobile: (+231) 555 929 292 / 555 939 393 / 886 440 000 / 886 441 000
Email: reservations@mambapointhotel.com / info@mambapointhotel.com / Website: www.mambapointhotel.com

VACANCY ANNOUNCEMENT!

The Mamba Point Hotel is seeking to recruit a qualified candidate for the position of **SALES ASSISTANT/HOSTESS**.

Deadline date: February 13, 2016 at 5:00 PM

Applications should be submitted to the Hotel Front Desk or
hr@mambapointhotel.com

The incumbent will be required to work a split shift, one time or more times per week.

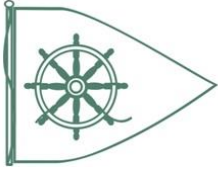
SALES ASSISTANT/ HOSTESS

The job holder will be responsible to make reservation for conference rooms and responding to guests emails. The incumbent will also be responsible for driving the sales of the restaurant and the catering department. Assist in coordinating activities of dining room personnel to provide fast and courteous service to patrons. Resolve guest complaints, ensuring guest satisfaction. Anticipate guests' needs, respond promptly and acknowledge all guests.

Requirements

Education: Two years of university studies are required. **Prior Work Experience:** Three (3) years of experience in related field. **Language Proficiency:** Fluency in written, spoken, reading English. Language proficiency will be tested. **Knowledge, skills and abilities:** Knowledge of basic arithmetic. Good knowledge of principles and methods for showing, promoting, and selling products or services. Excellent customer facing skills. Excellent oral communication skills. Ability to deal with telephone calls and handle enquiries. Ability to work effectively with others. Ability to work while standing. Good organizational skills with capacity to carry out several tasks with minimum supervision in a fast-paced environment.

A complete application packet MUST include an application form, a cover letter, current curriculum vitae, a passport-size photo, copies of degrees, certificates and other relevant documents.



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**To apply: download the application form.
Please visit the nearest internet café and follow this link:
<http://www.mambapointhotel.com/i/index.php?page=gal>**

**Note: you can visit Computer Management Institute (CMI) on Lynch Street
or Technology Solution Incorporated Village Net Café on Carey & Lynch
Street to download the application form. Cost: \$ 50.00 LD**

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**Important: application packets which do not include a completed signed
Mamba Point Hotel application form will not be considered.**

Deadline date: February 13, 2015 at 5:00 PM

The Mamba Point Hotel is an equal opportunity employer.