



<https://neemopani.com/careers/receptionist-e2/>

## Receptionist

### Description

We are seeking a friendly and energetic female gym receptionist to join our team at Esquire 2. As a Hotel receptionist, you will be responsible for providing exceptional customer service to our members and guests, creating a positive and welcoming environment at the front desk.

### Responsibilities

- Checking guests in and out.
- Receiving and managing reservations made online and telephonically.
- Verifying guests' payment methods during check-in.
- Assigning rooms to guests and informing them of any specials offered by the hotel.
- Using Hotel Software for Bookings and Management
- Organising transport services for guests at their request.
- Providing guests with information about the hotel.
- Keeping abreast of attractions that may be of interest to guests.
- Serving as a host at conferences, and ensuring that all relevant preparations are made for the event.

### Qualifications

- Good problem-solving skills

### Hiring organization

Esquire Hotels

### Employment Type

Full-time

### Job Location

Building 153 S, Civic Center, Bahria Town, Rawalpindi, Pakistan

### Base Salary

PKR 25000 - PKR 40000

### Date posted

May 30, 2023

- High attention to detail in a fast-paced environment
- Good communication skills
- Able to work independently and collaboratively
- Adhere to deadlines
- We are looking for hard-working individuals with good work ethics!