

Hotel Le Royal Luxembourg, 5 stars, member of « The Leading Hotels of the World », and located in the heart of Luxembourg city, is looking for his Front-Office department :

RECEPTIONIST (H/F)

On a full time permanent contract

You will be part of a team of 12 professionals, under the Front-Office manager and his shift leaders.

YOUR MAIN TASKS :

- Warmly welcome hotel guests, whether by phone or in person.
- Manage departures and arrivals (check-in/check-out).
- Ensure that guests have a pleasant stay and follow up with them.
- Perform various administrative tasks.

YOUR MAIN COMPETENCIES :

- Training in the hotel industry.
- Experience in a similar position required.
- Fluency in French and English, Luxembourgish and German are an advantage.
- Computer skills, knowledge of "Protel" software is an advantage.
- Autonomy, initiative, anticipation.
- Guest satisfaction as a priority.
- Good presentation.

If interested please send your complete application (resume, cover letter and references) to:

: recruitment-lux@leroyal.com

