

## Job Advertisement for Role of Receptionist

A.N. Stasis Estates PLC is looking for a Receptionist, who will welcome guests as they arrive at the hotel. Their duties include checking guests in and out, issuing keys, taking reservations by telephone or email, preparing bills and dealing with payments. They provide guests with information, answer their queries and deal with complaints.

### Duties and Responsibilities:

1. Execute their part as per the Organisational chart.
2. Deal with guest check in/out and daily enquiries.
3. Successfully deal with customer complaints.
4. Address and troubleshoot problems arising in daily operation.
5. Ensure the sale of additional hotel services beyond accommodation (upgrades etc.)

### Requirements:

1. Diploma related to the hospitality sector will be considered as an advantage.
2. 2+ years of experience in a similar role
3. Excellent knowledge of at least one PMS system (Theova preferred)

### Languages:

1. English
2. Greek
3. Russian is plus

### Benefits:

1. Generous pay package with performance bonuses.
2. Full meals during working hours.
3. Accommodation, if required

### Working Conditions:

1. Morning and Evening Shifts
2. 6 working days per week.
3. Year-round Role possible

### How to Apply:

Interested parties must apply online via this [link](#) or send their CV at [careers@avlidahotel.com](mailto:careers@avlidahotel.com)