

Front Desk Agent at The Merchant House, Bahrain

Campbell Gray Hotels' unique creation in Manama, Bahrain. The Merchant House, Bahrain's very first 5-star boutique hotel is a 46 all suite property includes exceptional ground floor and roof top food and beverage.

The Front Desk Agent will possess an excellent sense of luxury service and an understanding of the expectations of the trendsetting guests at The Merchant House as well as the basic knowledge of Bahrain and the hotel. Reporting to the Rooms Division Manager, you will be a steward of the hotel image and is set to ensure a genuinely warm, welcoming stay for all our guests and customers, providing the most exquisite service standards at all times, while also embracing a sense of fun and passion within the team.

You are required to perform basic Front Office tasks such as process guest check-in check-outs, answer, record, and process all types of guest requests. Coordinate between departments to exceed guest expectations. Run requested reports, complete designated cashier and closing reports in the computer system. Balance and drop receipts according to Accounting specifications. Comply with quality assurance expectations and standards and perform other reasonable job duties as requested by Supervisors and Managers.

Campbell Gray Hotels Ltd is an equal opportunity employer committed to hiring a diverse workforce and sustaining a truly inclusive culture based on integrity and accountability.

Proven prior experience (at least 1 years) in a similar position required.

Job Type: Full-time

Salary: To be discussed

Experience:

- Front Office 1 years (Required)

Languages:

- English (Required)
- Arabic (Preferred)