

Reception & Facility Assistant

Description

- * Welcome guests upon arrival and provide a warm, professional, and friendly reception.
- * Manage guest check-in and check-out processes, verify booking details, and provide room access or keys.
- * Handle guest inquiries, requests, complaints, and service requirements promptly and professionally.
- * Coordinate guest reservations, check-ins, check-outs, and online bookings as required.
- * Ensure the reception area, lobby, and other common areas are clean, organized, and presentable.
- * Monitor the daily operations of Rivulet and ensure established service and facility standards are maintained.
- * Conduct regular checks of guest rooms, apartments, common areas, and facilities to identify cleanliness, maintenance, or safety issues.

Responsibilities

Maintain good communication and professional relationships

Qualifications

- * Plus Two or Any Equivalent qualification in any discipline.
- * Candidates with basic knowledge of hospitality, administration, or facility operations will be preferred.

Hiring organization

ACCPROPLUS

Employment Type

Full-time, Part-time

Base Salary

1000

Date posted

August 30, 2026