

Front Office Supervisor

Uplift Your Career with Corinthia Budapest!

Tasks & Involvements:

- Coordinating, managing and controlling all activities related to the Front Office department on a shift-by-shift basis
- Organizing, directing and supervising the work of the assigned staff
- Organizing and supervising the work of the Front Office
- Working as a receptionist on a stand-alone basis in accordance with the job description
- Ensuring maximum compliance with the hotel's expectations in the front office area, and adhering to the regulations in the areas of reception, check-in, travel and payment
- Assisting with daily operational work, both within department and between hotel departments
- Management of personal currency and currency supplies, with full financial responsibility

The Ideal Candidate:

- At least a few years of relevant professional experience
- College/university degree in relevant field
- Proficient command of English and Hungarian both in written and verbal, any other language knowledge is advantageous
- Digital literacy with *Opera/Hostware* hotel system knowledge
- High level of guest service & problem-solving skills
- Professional self & corporate representation

Benefits:

- Competitive salary with cafeteria
- Meals in the staff canteen on duty
- Private healthcare insurance
- Uniform with laundry service
- Front Office upselling program
- International Corinthia discounts
- Employment recognition awards & events
- Learning & development opportunities

Candidates must be eligible to work in Hungary and are requested to submit their professional CV in English with their application.