

# Guest Relation Agent

*Uplift Your Career with Corinthia Budapest!*

## **Tasks & Involvements:**

- Checking guests in and out according to the hotel policy and procedure.
- High-level of cooperation with other departments.
- Responsible for concierge duties.
- Meets and greets arriving guests.
- Prepares the welcoming amenities for the VIPs.
- Welcomes and escort the VIP guests to their room.
- Arranges compensation gifts when needed.
- Delivers show around in the hotel for the guests.
- Creates surprises for special occasions (birthday, honeymoon, farewell...etc.).

## **The Ideal Candidate:**

- At least 1 year of relevant professional experience
- College/university degree in relevant field
- Proficient command of English and preferably Hungarian as well
- Digital literacy with *Opera PMS* hotel system knowledge
- High level of guest service & problem-solving skills
- Professional self & corporate representation

## **Benefits:**

- Competitive salary with cafeteria
- Complimentary staff meals on duty
- Private healthcare insurance
- Upselling-commission
- Uniform with dry-cleaning service
- International Corinthia discounts
- Employment recognition awards & events
- 5-star work environment
- Learning & development opportunities

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

***CORINTHIA BUDAPEST, HUNGARY***