



COMMUNICATION OFFICER

Amara Sanctuary Resort Sentosa, SINGAPORE

Date Posted: 28 June 2017

Apply By: 27 July 2017

| **Department:** Front Office

| **Employment Type:** Full Time

JOB SUMMARY:

To deliver high quality of customer service according to Resort's standard

RESPONSIBILITIES:

1. Ensure a high level of customer service is consistently maintained
2. Ensure efficient transferring of internal and external calls
3. Ensure guests' requests are acted upon including wake up calls, handling incoming faxes, service requests, restaurant reservations and etc.
4. Knowledgeable of all Resort's facilities, on-going promotions, room service menus and etc.

Others:

1. Perform any other duties as assigned by management.

JOB REQUIREMENTS:

1. Support and uphold the company mission and core values.
2. Maintain high standards of professionalism, ethics, grooming and attitude towards staff and guests.
3. Excellent customer service skills.
4. Good organization skills
5. Pleasant personality
6. Ability to multi-task in a demanding environment

QUALIFICATIONS & EXPERIENCE:

1. Minimum 1 year of relevant experience
2. Minimum equivalent of GCE 'N' level or 'O' level

SPECIAL REQUIREMENTS:

1. Willingness to travel to Sentosa.
2. Able to work on shifts, weekends and public holidays.

**Interested applicants may email their resume to
career@amarasanctuary.com**