

We are looking for a new staff member for our Reservations Department in BUDAPEST

Our reservations department in Budapest is responsible for everything concerning individual and group reservations for our houses located in Budapest, London and Venice, and hopefully for many more to come!

The following is required for this position:

- The job starts in January.
- You absolutely need to be able to handle any sort of situation in English and Italian. Hungarian, German or any extra language is a super plus! ☺
- Computer affinity (e.g. Outlook) and MS Excel enthusiasm is also not a disadvantage.
- A passion for guest service - from backpackers to backpackers.
- Availability to work during the week AND weekends.

OK - you are still reading? That's what we are also looking for in our candidates:

- An open, reliable and straightforward character, that is not afraid of an occasional stressful time.
- Someone that likes working in an office environment and doesn't mind working in front of a computer screen.
- You need to have the required brains and self-confidence to handle tricky situations: patience is sometimes needed for long telephone conversations with guests or more elaborate emails. ;)

Responsibilities

- Communicating via email: general enquiries, changes, cancellations – for individual as well as group requests.
- Making individual and group reservations.
- Working with Mews Systems (PMS – we will teach how to use it).
- Answering and forwarding phone calls.
- Checking our networks on social media on a daily basis.
- Directly responsible to the reservations department management.

What we offer:

- Various womStaff goodies (free breakfast, special staff discounts and so on).
- Working with people with different cultural backgrounds.
- A great atmosphere amongst a young and dynamic team.
- Approx. 80 hours/month position.
- An hourly wage of 1860 HUF gross.

Note: we are looking for a long term relationship with you!

If you are interested, please send your CV to agnes@wombats.eu until December 20th, 2018.

Join
Our
team