



THE FULLERTON HOTEL
SINGAPORE



Guest Relations Executive

- To organize and allocate guests to the most appropriate tables
- To greet guests, assign seats
- To ensure that guest on every table receives attention and service
- To answer telephone calls and take messages
- To assist in F&B service when necessary
- To handle any guest complaints and inform the immediate Supervisor/Assistant Manager and Manager.
- To initiate, co-ordinate, organize, prepare all administration support and execute any special events, promotions etc, and complete all preparation work in accordance to departmental standards
- To collate guests' feedback
- To maintain and update the guest history system
- To prepare a monthly report of guest comments, guest list and report that assist business decision

Requirements :

- Preferably 1 year of experience in F&B.
- Candidate with restaurant dining experience has an added advantage.
- Pleasant disposition with good interpersonal skills.
- Able to multi-task.
- Able to work in a fast-paced environment

To apply for the above positions, please fill in our online application form on <https://www.fullertonhotels.com/join-us.html>. Alternatively, you could send your full resume to careers@fullertonhotels.com.