




Guest Service Generalist

Wyndham Destinations • Port Macquarie NSW 2444

 Base pay
\$0 - \$0

 Work type
Part time


 Contract type
Permanent

Job details

 Date posted
01 Jun 2022

 Expired On
01 Jul 2022

 Category
Hospo, Tourism & Food Services

 Occupation
Guest Services & Concierge

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Part time

 Job mode
Standard business hours

 Industry
HOTELS, RESORTS & CRUISE LINES

 Sector
PRIVATE BUSINESS

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

Licenses & certifications

CASH HANDLING

Skills

SELF MOTIVATED

MICROSOFT WORD

TRAVEL INDUSTRY

Full job description

Put the World on Vacation

At Wyndham Destinations our mission is simple: to put the world on vacation. With a spirit of caring, creativity and fun, our teams help families and friends create memories that last a lifetime. As the world's largest vacation ownership company and part of Travel + Leisure Co., we're shaping the future of the travel industry.

How You'll Shine

The Guest Service Generalist is responsible for completing daily Front Office, Food & Beverage, Housekeeping, and Maintenance functions. Ensuring that all Owners and Guests receive efficient and courteous service; making them feel welcome during their entire stay through a proactive and positive attitude.

Responsibilities include, but are not limited to:

- Perform all duties of the front desk, including greeting owners and guests, Check in and out, Answer telephone and email inquiries, portage of luggage, cash handling and balancing procedures, tour & travel inquiries/bookings, reservations and night audit procedures
- Possess a thorough knowledge of the operation of all administration

equipment eg. Email, basic word & excel documentation and Credit Card settlement machines.

- Housekeeping functions such as cleaning & maintaining guest accommodation
- Food & Beverage functions such as preparing and serving Food & Beverages
- Maintenance functions such as maintaining guest accommodation and common areas

How You'll Be Rewarded

Build your career with a value driven organisation that promotes continual growth and development for its people. Some of our many benefits on offer include:

- Professional development funding
- Discounted Hotel & Resort stays globally

What You'll Bring

- Genuine passion for customer service
- Excellent communicator with strong interpersonal skills
- Enthusiastic, self-motivated and positive individual
- Immaculate presentation and professional grooming standards
- Ability to work a flexible roster, including weekends, evenings and school holiday period

A Place for Everyone

Hospitality is at the heart of all we do at Travel + Leisure Co., including how we treat each member of our growing community. Here, you'll find a team that's inclusive, values diversity, and is built on a foundational respect for people from all over the world.

We are an equal opportunity employer, and all applicants will be considered for employment without attention to their membership in any protected class. If you require any reasonable accommodation to complete your application or any part of the recruiting process, please email your request to mycareer@wyn.com, including the title and the location of the position for which you are applying.