



THE FULLERTON HOTEL
SINGAPORE



Guest Relations Executive (Dining Reservations)

- Answering all incoming calls on behalf of the F&B Outlets
- Taking dining reservations in a proactive way
- Up-selling the products, i.e. restaurants, promotions/offers
- Full knowledge about of all restaurants, promotions, special offers
- Sending Proposals and Confirmations
- Follow-up of proposals and confirmations on or before cut-off dates
- Updating database in TMS regularly

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 send your full resume to careers@fullertonhotel.com.