



Reservations Consultants

Job Title: Reservations consultants	Department: Marketing
Reports To: CEO	Location: Ballito

Managing the group reservations process to ensure individual targets are met, have excellent communication skills, good telephone manner, computer experience and passionate about Client Service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communication skills and an excellent command of the English language (spoken and written)
- Time & desk management including working in an orderly focused manner
- The ability to work under pressure and show initiative
- Attention to detail
- Exceptionally customer focused
- Must be computer literate
- Calm and professional manner
- An independent, curious and "can do it" nature
- Work requires willingness to work alternate Saturdays.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Good understanding of delivering excellent service to clients/branches
- Handling of bookings from quote to closing of sale and payment of booking
- Proficient in English.
- Must be computer literate.
- Must pay attention to detail.
- Strong interpersonal and communication skills.

EDUCATION, CERTIFICATIONS AND EXPERIENCE

- Must have grade 12.
- Minimum 3 years' relevant work experience.

Please submit your resumes to jobs@mangwanani.co.za

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