

THE FULLERTON

HOTELS AND RESORTS

Front Office Administrator

The Fullerton Hotel Singapore/The Fullerton Bay Hotel Singapore

JOB RESPONSIBILITIES

- Accurately record all correspondence between the Rooms Division and guests. Ensure that all correspondence is grammatically, typographically and financially accurate.
- Regularly update all Rooms Division files and maintain an effective filing system.
- Promote a friendly and cooperative working relationship within the department and with other departments.
- Maintain the highest professional and personal standards.
- Organise appointments for the Rooms Division Manager.

JOB REQUIREMENTS

- Completion of GCE N- or O-Level examination; or one to three months' related experience and/or training; or equivalent combination of education and experience.
- Knowledge and experience of relevant software applications related to spreadsheets, word processing and database management.
- Strong computer knowledge (i.e., Microsoft Office, email and Internet) and knowledge of fax machine usage is required.
- Knowledge of administrative and clerical procedures.
- Knowledge of business principles.
- Proficiency in spelling, punctuation, grammar and other English language skills.
- Proven experience in producing correspondence and documents.
- Proven experience in information and communication management.

To apply for the above position, please send your full resume to careers@fullertonhotels.com.