



Front Office Supervisor

Wyndham Destinations • Dunsborough WA 6281



Base pay

\$0 - \$0



Work type

Full time



Contract type

Not provided

Job details



Date posted

30 Aug 2022



Category

Hospo, Tourism & Food Services



Occupation

Guest Services & Concierge



Base pay

\$0 - \$0



Work type

Full time



Job mode

Standard/Business Hours



Industry

Hotels, resorts & cruise lines



Sector

Private business

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.

GO WHERE NO TWO DAYS ARE THE SAME!

At Wyndham Destinations, we go further as a team. We believe in the impact of a helping hand and the power of vacations. If you love meeting new people and have an enthusiastic approach to delivering excellent customer service, join our **Dunsborough** team as the **Front Office Supervisor** today!

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:

- Immediate start + full time hours + permanent opportunity
- Subsidised private health insurance
- Professional development funding
- Discounted hotel stays across Australia, Fiji, New Zealand
- Supportive work culture

How You'll Shine

To actively contribute to this global company's vision *to put the world on vacation*, as a Front Office Supervisor you are responsible for ensuring the efficient day to day operation of the Reception desk including greeting and

registering of owners and guests, providing information to local area attractions, administration, as well as managing any guest issues that may arise.

You will also be responsible for building, developing, training and leading a team proactively to promote high levels of customer service.

What You'll Bring

To be considered for this great opportunity it is essential that you have the following skills and attributes:

- Proven experience in a Front Office department at a supervisory level either as a Team Leader, Shift Supervisor or Duty Manager (3 years)
- Knowledge of hotel property management systems, Opera preferred
- Events experience highly regarded
- Excellent communication skills, written, verbal and active listening
- Detail focused with an organised approach and ability to multitask
- Positive attitude, vibrant and passionate about delivering exceptional customer service and exceeding expectations
- Exceptional time management skills and the ability to work under pressure
- Strong negotiation and problem solving skills
- Proficiency in using a computer and Microsoft Office applications
- Bookkeeping /finance experience is highly regarded
- Immaculate presentation and grooming standards
- Ability to work a flexible roster, including weekends and school and public holiday periods
- The capability to work in a fast-paced environment both as part of a team and autonomously

Where You'll Begin Your Journey

Wyndham Destinations Asia Pacific develops, markets and sells vacation ownership interests in a network of 51 resorts across Australia, New Zealand, Fiji, Bali, Thailand, Hawaii, Japan and Europe and serves more than 60,000 vacation owners in Club Wyndham South Pacific.

Wyndham Destinations Asia Pacific is a division of Wyndham Destinations (NYSE: WYND) the world's largest vacation ownership and exchange company with more than 25,000 associates worldwide. The Pacific corporate offices are located on the Gold Coast in Australia. Across the Asia Pacific region, we have offices in Singapore, Shanghai, Indonesia, Thailand, Japan and Clark in the Philippines

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.