

## Front Office Team Leader

Wyndham Destinations • Airlie Beach QLD 4802

 Base pay  
\$0 - \$0

 Work type  
Full time

 Contract type  
Permanent

### Job details

 Date posted  
**22 Jun 2022**

 Expired On  
**13 Aug 2022**

 Category  
**Hospo, Tourism & Food Services**

 Occupation  
**Guest Services & Concierge**

 Base pay  
**\$0 - \$0**

 Contract type  
**Permanent**

 Work type  
**Full time**

 Job mode  
**Standard business hours**

 Industry  
**HOTELS, RESORTS & CRUISE LINES**

 Sector  
**PRIVATE BUSINESS**

 Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

### Skills

SELF MOTIVATED

SCHEDULE+

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.

#### GO WHERE JOY IS IN THE JOURNEY

Discover a career fuelled by possibility at Wyndham Destinations. If you love meeting new people and have an enthusiastic approach to delivering excellent customer service, apply to be our Airlie Beach **Front Office Team Leader** today!

#### How You'll Shine

As a Front Office Team Leader, you will be responsible for the day to day operation of the front desk. This includes greeting and registering of owners and guests, providing information to local area attractions, completion of all department related paperwork and using all communication equipment including telephones, facsimiles and computers. You will perform additional duties to assist the Front Office Manager.

#### 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 stays across Australia, Fiji, New Zealand
- subsidised private health cover\*

### **What You'll Bring**

To be successful in this role, you will be:

- Previous experience within a similar hotel position
- Genuine passion for customer service and the local area
- Excellent communicator with strong interpersonal skills
- Enthusiastic, self-motivated and positive individual
- Immaculate presentation and professional grooming standards
- High levels of computer literacy
- Previous experience with a PMS system (Hirum, Fidelio, Opera etc) advantageous
- Have the ability to recognize and solve problems in the workplace
- Ability to work a flexible schedule, including nights, weekends, public and school holidays.

### **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](mailto:mycareer@wyn.com), including the title and the location of the position for which you are applying.