



CONSTANTINOU BROS HOTELS

Is currently seeking for employment an enthusiastic individual for the position of:

Receptionist

Duties:

- Answer, screen and forward incoming phone calls
- Provide basic and accurate information in-person and via phone/email
- Receive and organize all business correspondence
- Keep updated records
- Perform other administrative and receptionist duties such as filing, photocopying and transcribing

Requirements:

- Prior experience as a receptionist or in related field
- Consistent, professional dress and manner
- Solid written and verbal communication skills in English plus one other language, preferably German, Russian or Greek
- Excellent organizational skills
- Customer service attitude
- Competency in Microsoft Office Suite including Word, Excel, and Outlook

Attractive remuneration package offered, according to skills and experience.
If you are interested, we would love to hear from you.

Please send us your CV to with a recent photo at:

e-mail.: hr@cbh-cyprus.com

Constantinou Bros Hotels
Human resources department
T.Θ. 60182, T.K. 8101 Πάφος, Κύπρος
www.cbh-cyprus.com