



## **CONSTANTINOU BROS HOTELS**

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

### **Reservations Officer**

#### **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
- Enter reservation in the computer system
- Perform other administrative duties such as filing, photocopying, and transcribing

#### **Requirements:**

- Prior experience as a reservation officer
- Solid written and verbal communication skills in English & 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](mailto:hr@cbh-cyprus.com)**

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