

# JOB VACANCY

## RECEPTIONIST

**Experience Required** – Minimum of 3 years

**Key Responsibilities** – Greeting and assisting guests, handling calls and emails, managing bookings and schedules, and maintaining office organization.

**Skills & Qualifications** – Strong communication skills, proficiency in Microsoft Office, ability to multitask, and a professional, welcoming personality

**Send your CV & Cover Letter:** [hr@znz.hotelverde.com](mailto:hr@znz.hotelverde.com)



# **JOB VACANCY NIGHT AUDITOR**



**A reliable and detail-oriented Night Auditor to manage nightly hotel operations, balance daily financials, and ensure a seamless guest experience during overnight hours.**

- Minimum of 3 years' experience in hotel front office or night audit roles
- Strong knowledge of PMS and night audit procedures
- Confident in handling guest inquiries and resolving issues independently
- Capable of balancing and reconciling accounts, preparing reports, and closing daily business

**Send your CV & Cover Letter: [hr@znz.hotelverde.com](mailto:hr@znz.hotelverde.com)**