**GSA - Front Office**

**Apply Now**

Company: Accor

Location: Visakhapatnam

Category: other-general

Company Description

Responsible for overall supervision, planning, controlling and coordination of all activities of the assigned outlet.

Establish and maintain seamless co-ordination & co-operation with all departments of Novotel Visakhapatnam Varun Beach to ensure maximum cooperation, productivity, and guest service.

Monitor and supervise service flow in the assigned outlet.

Any matter which may affect the interests of Novotel Visakhapatnam Varun Beach should be brought to the attention of the Management

Job Description

Responsible for daily administration, meeting and greeting, dealing with guests' queries and complaints, and booking rooms. visitors

Maintain high standards of customer services at the Reception desk so that customers' expectations are consistently exceeded.

Motivate and develop Reception team to ensure smooth functioning of the department and promote teamwork.

Any matter which may affect the interests of Novotel Visakhapatnam Varun Beach should be brought to the attention of the Management.

Additional Information

Your team and working environment:

In 1-2 sentences, introduce the team, property or office environment in a way that reflects the culture

Note: Customization may be included for any specific local or legislative requirements, such as work permits

Our commitment to Diversity & Inclusion:

We are an inclusive company and our ambition is to attract, recruit and promote diverse talent.

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**Cross References and Citations:**

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