

RESERVATIONIST

As a Reservations Agent you will be responsible for handling reservations, inquiries and cancellations in an attentive, courteous and efficient manner, and quoting available rates to maximize room, conferencing and food and beverage revenue.

Skills and Qualifications Required

- ✓ Diploma in Hospitality and Tourism or Hotel Management
- ✓ 2 years reservations experience
- ✓ Previous customer service experience or equivalent training required.
- ✓ Knowledge of PMS systems preferred.
- ✓ Excellent communication skills

CLOSING DATE: 30 September 2025

Please note that the above responsibilities for each position are not exhaustive. For more information on the positions advertised above visit <https://uaginvestments.com.na/careers/>

APPLICATION PROCEDURE:

Suitably qualified applicants should forward their applications clearly indicating the position applied for along with supporting documents to recruitment_hilton@Hiltonwindhoek.com.

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