



RESERVATIONS CO-ORDINATOR

(Payclass 09; Permanent)

ALL Africa House

Properties and Services Department

The Commercial Development department, a division of the Finance Department at UCT, invites applications from suitably qualified and experienced candidates for this permanent Receptionist position, for appointment as soon as possible.

The main purpose of this position is to manage the front office department which will include undertaking all bookings, managing the front desk staff and perform other duties as required by the Hospitality Manager. The incumbent is expected to maximize the revenue generated through the sale of rooms by ensuring that the rates are managed according to occupancy. Moreover, ensuring that a courteous and efficient service is provided to guests and service providers in line with the university's vision, values and philosophy.

For detailed information on this post, please view the job description on the following link: ([view](#))

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 18 November 2024

Reference:

ID 808

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

UCT reserves the right not to appoint.