



## FRONT OFFICE AGENT

We are dedicated into making Playa Linda a Home Away From Home for our members, guests and associates. If you are passionate about Hospitality and looking for a new challenge, don't miss this opportunity to join the Playa Linda team.

We are looking for an eager self starter who wants to make every guest's experience unique, positive, successful and inspiring.

### Requirements:

- HAVO/VWO/EPI degree preferably in hospitality/ leisure
- At least 1 year experience in similar position is desirable
- Read, write and speak English, Spanish and Papiamento (Dutch is a plus)
- Be able to work with MS Office
- Excellent customer service skills
- Excellent communication and people skills
- Ability to work different shifts and have flexibility
- Pays good attention to details
- Team player, able to multitask and flexible approach

Playa Linda Beach Resort is a Green Certified timeshare resort consisting of 215 suites. Our members are from all around the world, but mainly from the USA.

Playa Linda Beach Resort has won the RCI Cold Crown Award for more than 26 years, a distinction given to resorts that have attained the highest level of excellence in resort accommodations and hospitality. Interval International also bestowed Premier Status on the resort for several consecutive years.

### Description:

The Front office agent is responsible for providing courteous and efficient service during check-in and check-out to our members and guests throughout their stay with us and settling guest accounts upon completion of their stay.

Accommodates members and guests professionally in all Front office related affairs by performing the essential duties and responsibilities.

### HOW TO APPLY?

Please e-mail your motivation letter along with your resume to Milda Ras at [humanresources@playalinda.com](mailto:humanresources@playalinda.com) or fill in an application form at our Human Resources Department from 9.00 am – 3.30 pm.

