

Shop Guest Relation Officer (Full-time / Part-time)

Key Attributes:

Fun-loving. Customer-oriented. Effective.

Role Description: Your role is to perform Front Desk duties at our counters delivering exceptionally high standards of customer service at all times. You will also be responsible for creating a good experience for guests and be able to handle guest's enquiries, processing of payment and issues.

Experience:

Minimum 1 year experience in hospitality or retail industry. Students are welcome to apply for part-time positions.

Requirements: Ideally, you have good communication skills in English. Fluency in another language is an advantage. You should have a pleasant personality and be service oriented. Part-timers can expect to work either 6-10pm shift on weekdays or on weekends.

Education: Minimally Diploma in Business Administration/Tourism & Hospitality/Marketing

To Apply:	Email resume to jobs1@ducktours.com.sg with an attached photo and job title as subject header
Salary Range:	SGD\$20,000 – \$24,000 (Exclude Commission for Full Timers)

We regret that only shortlisted candidates will be notified.