

## **VACANCY: RESERVATIONS ASSISTANT**

### **GOEDGEDACHT TRUST IS LOOKING FOR AN RESERVATIONS ASSISTANT**

The Goedgedacht Trust is a rural charitable Trust, situated on a farm 90km north of Cape Town and is looking for a suitable person to perform to functions of a reservation assistant. Please review all application instructions before applying for the position. This position is based on Goedgedacht farm near Riebeeck-Kasteel.

#### **Minimum Requirements:**

- Clear Police Name Clearance
- Responsible & reliable person, who is also always friendly, energetic and helpful
- Driver's license CODE 8 (Pdp)
- Good communication skills (verbal & writing)
- Computer literate
- Good facilitation skill, eager to learn
- Able to work independently
- Excellent teamwork ability
- Good forward thinking, planning abilities

#### **Job Duties include:**

- Make reservations
- Provide customer Service
- Manage all mails from guests and ensure response of all request
- Sell additional service and upgrades
- Give directions and advice
- Setting up of Conference Rooms for meetings and workshops
- Do site viewings for Weddings and Conferences
- Setting up for weddings
- Prepare room accommodation list for incoming groups
- Ensure kitchen staff have all details regarding meals for groups
- Prepare function sheets for relevant departments
- Maintain records of quest bookings and payments
- Update all bookings on booking system
- Anything else, follow instructions required for reservation function
- Marketing
- After hours availability for functions workshop, etc.

Free daily transport available from Riebeeck Kasteel and Riebeeck Wes by Goedgedacht bus.

**Please indicate your salary expectation when applying**

**Position closes FRIDAY 15 FEBRUARY 2019** *(should you not hear from us in 2 weeks, your application was unsuccessful)*

**E-mail: [applications@goedgedacht.org](mailto:applications@goedgedacht.org)**

**Or hand delivery: Goedgedacht HR Office with cover letter**