



Back of House Anchor (6 months)

SABI SAND, SOUTH AFRICA

Key Responsibilities

The main purpose of the BOH anchor is to provide support to the financial/ reception/ administration team.

- Report to the Lodge Finance Administrator.

Support the Reception Department:

- Manage the reception team and the operation of the back office, including the switchboard, radio communication and daily administrative duties.
- Liaise with head office in terms of guest information and queries, updating the day sheet.
- Communicate guest information to the relevant staff accurately and timeously.
- Effective communication and administration of reception systems
- Daily administration of PMS system and banking.
- Management and follow-up of fault reporting.
- Allocation of permits/stamps to the relevant people as required.
- Providing a support function to the General Manager.
- Management of lodge IT systems.

Other:

- Relieve in the Finance office during the Lodge Finance Administrator's cycle leave.
- Assist the people team ad-hoc.
- Show interest and be involved in the One Planet and wellness projects and initiatives.
- All roles at Singita may be required to perform other tasks as reasonably requested from time to time and as required by the business and/or operation.

Skills & Experience

- Relevant work experience in a similar position and establishment.
- Good understanding of finance – qualification is preferable.
- Familiarity with Springer Miller software or other similar Property Management Systems.
- Problem-solving and management ability.
- Excellent communication skills.
- Excellent telephone and email etiquette
- Strong administration ability – an ability to, and enjoyment of completing routine administrative tasks and drills.
- Good computer skills – MS Word and Excel in particular.
- Multi-tasking.
- Discretion and reliability.
- Assertiveness and strong communication skills.
- Proactive and decision-maker.
- Honesty and reliability.
- Ability to stay calm under pressure.
- Strong Accountability & Attention to detail.
- Developmental approach to staff.
- High standard of Service excellence and a passion for the industry.
- First Aid qualification – preferably.
- Bonus – an interest in wellness and One Planet principles.
- Nationality or valid working visa.

To apply email your CV to SSScareers@singita.com or visit:

www.singita.com/about/careers