



TANTUR ECUMENICAL INSTITUTE

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VACANCY

Job Title: Receptionist
Duration: Six months with possibility of extension, starting 01 September 2018

The Tantur Ecumenical Institute is seeking to recruit a **Receptionist**. The Tantur Ecumenical Institute was founded in 1972 as an ecumenical Christian institution for theological study, sabbaticals and continuing education. It is administered by the University of Notre Dame in the United States. Our campus is located on the Jerusalem Hebron road near Gilo and the entrance to Bethlehem. For more information about the institute, please visit www.tantur.org.

Job summary:

Under the guidance and direct supervision of the Front Desk Manager, the full-time Receptionist will be performing the following duties:

- Welcoming guests and patrons as they arrive
- Check if guests have a prior booking
- Manage the registration process
- Ask for identification and ensure that the provided credentials are accurate
- Process guests' check-ins and check-outs appropriately
- Directing and assigning rooms to guests
- Operate the switchboard, take calls and provide information and transfer calls
- Manage accurate accounting of all rooms and dining room charges
- Compute bills and take cash, checks and credit card payments
- Balance reception cash at the end of the shift
- Generate reports from the electronic system
- Arrange transportation for guests
- Receive and sort daily mail/deliveries/couriers
- Maintain security by following procedures and controlling access to Tantur
- Provide guests with directions around Tantur and answer queries regarding Tantur's services, charges, dining facilities and travel direction
- Ensure that the front desk and surrounding areas are clean at all times
- Other related duties as assigned may be included.

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We are looking for a candidate who possesses the following qualifications:

- The necessary experience for the position.
- A client oriented approach to their work.
- The ability to high level of personal discipline, commitment and respect for diversity.
- Skills to manage relationships and communicate with people.
- Solid communication skills both written and verbal
- Ability to be resourceful and proactive in dealing with issues that may arise

Academic Requirements and Experience

- Academic Requirements: High school degree
- Experience: Two years relative work experience. Experience in rooms division software and Computer literate in MS Office, Internet, email.
- Language: Fluency in oral and written Arabic and English. Hebrew is an asset.

Applicants should display a willingness to work in a diverse, faith-based work environment that requires functioning both within an administrative structure and independently as needed.

Candidates are asked to submit a Cover Letter and CV via email to tantur@tantur.org by closing date for applications **14 August 2018**. Only those short-listed for the position will be contacted.