Career Opportunity

Front Desk Receptionist

Full Time
Location: Limassol Marina
Position Type: Full-Time (08:00 – 17:00, 5 days a week (including weekends on rotation)
Future Schedule: During the Summer Season, shifts will rotate between 07:30 – 20:00 (9-hour shifts). Winter schedule remains 08:00 – 17:00.

F&S Marinas Ltd and Limassol Marina are seeking a professional and motivated **Front Desk Receptionist** to join its team. This is an excellent opportunity for individuals with a passion for customer service and strong organizational skills to contribute to a dynamic and welcoming environment.

Job Responsibilities:

- Interact in a courteous and professional manner with all guests and work colleagues, attending to their needs and requests in accordance with standard operating procedures.
- Ensure correct customer database entry and routine follow-up for all relevant berthing enquiries.
- Follow and implement yacht check-in/check-out procedures in an efficient and professional manner.
- Answer phone calls promptly, clearly and professionally, always conveying a smile, and use the appropriate phrases in line with company standards.
- Communicate with guests and ask questions about the quality of their stay whilst listening to their responses and identifying what remedial action may be taken in the case of complaints.
- Ensure all duty-shift checklists are continuously followed and accurate information is given to work colleagues.
- Process berthing applications, issuing berthing licenses, and administer berthing records and documentation.
- Maintain the security of information related to customers and personnel.
- Maintain the database via the Management System and all standard documentation.
- Maintain petty-cash accounts and reconcile cash and cheque/credit payments from the operation.
- Implement all general office procedures for the front desk such as filing, photocopying and telephone enquiries in order to maintain a clean and organized working environment.
- Provide guests with refreshments when required and maintain a high level of hospitality within the reception area and during meetings in the offices.

- Comply with the regulations regarding dress and expected behaviour, consistently reflecting company standards whilst offering a personalized service to all internal and external customers.
- Be fully conversant with and be aware of the health and safety, security and fire regulations.
- Carry out all other duties as may reasonably be required from time to time.

Job Requirements:

- 2–3 years of experience in customer service roles (preferred).
- Proficiency with Microsoft Office and CRM systems.
- Excellent communication skills and the ability to work effectively in a fast-paced environment.
- **Languages:** Greek and English (advanced written English is essential; Russian or Hebrew is considered an advantage).

Why join us?

You'll join a passionate and supportive team in one of the Mediterranean's most prestigious marinas, offering not just a job, but a lifestyle.

- 13th salary
- Provident Fund
- Health Insurance
- 21 days of paid annual leave

Please send your application by email to: **hr@limassolmarina.com**

All applications will be treated in the strictest of confidence.

Due to the large number of applications, only shortlisted candidates will be contacted.