

Career Opportunity

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 Marina Ltd is seeking a friendly, organized, and customer-focused **Receptionist** to join our Front Desk team. This role is ideal for someone with strong communication skills and a passion for delivering excellent service in a marina environment

Key Responsibilities:

- Welcome and assist marina guests and visitors in a professional and approachable manner.
- Handle incoming calls, emails, and enquiries efficiently and courteously.
- Process berthing check-ins and check-outs, berthing applications, licenses, and related documentation.
- Maintain and update customer databases and carry out routine follow-ups.
- Manage daily front-desk administration including filing, photocopying, petty cash, and office procedures.
- Support internal teams by coordinating information and resolving customer queries.
- Maintain high standards of presentation, hospitality, and compliance with health & safety procedures.
- Carry out all other duties as may reasonably be required from time to time.

What we are looking for:

- Previous experience in reception, customer service, or hospitality.
- Strong communication and organizational skills.
- Confident PC user with good working knowledge of Microsoft Office.
- A well-presented, professional, and approachable personality.
- Fluency in English and Greek, additional languages are 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.

- Competitive salary package based on experience.
- 13th salary provided.
- Medical insurance scheme is available after 6 months.
- Provident fund participation after 6 months.
- A dynamic and engaging marina work environment.
- Ongoing training and professional development opportunities.
- A safe, well-organized, and health-focused workplace.

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.