



Career Opportunity

Reservations Officer

Full Time

Location: Limassol Marina

Position Type: Full-Time (Shift rotation, 5 days from 7)

Are you passionate about delivering outstanding customer service in a dynamic waterfront setting? Limassol Marina is looking for a **Reservations Officer** to be the welcoming face of our world-class marina.

As the first point of contact for yacht owners, captains, and guests, you'll handle reservations and inquiries with professionalism and a smile, whether it's in person, over the phone, or via VHF radio. If you thrive in a fast-paced, guest-focused environment and have a flair for organization, we'd love to meet you.

Job Responsibilities:

- Manage yacht and vessel reservations with precision
- Greet and assist marina guests, offering concierge-style service
- Coordinate arrivals/departures and communicate with dock staff
- Process payments and maintain accurate booking records
- Provide helpful information about local amenities and marina services
- Handle inquiries and support seasonal events

Job Requirements:

- Previous experience in reservations, hospitality, or marina operations (preferred)
- A friendly, professional demeanor and strong communication skills
- Ability to multitask and stay organized under pressure
- A team player with a proactive attitude
- Comfortable working a rotating shift schedule, including weekends
- Basic computer skills, including Microsoft office e.g. Word, excel, outlook

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.

Salary from 1500 per month, 13th salary, Private Healthcare and Provident Fund



Please send your application by email to: **HRSupport@GRSRecruitment.com**

All applications will be treated in the strictest of confidence.

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