



## LeaderStay The New Villa Distribution System

### **CAREER OPPORTUNITY: Property Operations Specialist, Crete, Full time, seasonal**

#### **Main Responsibilities & Tasks:**

- Communicate effectively with customers to ensure that all processes run smoothly with bookings arrangements
- Ensure the highest level of customer service and experience
- Keep records of contracts and uploading data entry
- Answer customers' queries and provide any additional information to keep them satisfied
- Manage the maintenance of properties
- Acts as a liaison with housekeeping agencies and ensure that all properties are equipped and cleaned properly
- Manage check in – check out processes and be the contact person between customer and company
- Maintain current contract files as prescribed by company contract policies and procedures

#### **Requirements**

- BS/MS degree in Business Administration, Tourism, Hospitality or related field
- Hospitality experience is advantageous
- Proven working experience Airbnb services is a strong asset
- Excellent communication skills
- Excellent customer service skills
- Well organized with excellent time management skills
- Excellent knowledge of English language

#### **Benefits**

- Excellent working environment
- Continuous Training
- Competitive salary package

**Apply by sending your resume at: [i.kritikou@leaderstay.com](mailto:i.kritikou@leaderstay.com)**

**All applications will be treated as strictly confidential**