



19/08/2026

Lodge Vacancy – Lodge Receptionist

An exciting opportunity has become available in our reception.

If you think you have what it takes to join a dynamic team of individuals who strive for hospitality and service excellence, please submit your updated CV to one of the commercial managers, or email to commercial1@pghoa.co.za by **31.08.2026**

Candidate attributes:

Friendly, helpful, hospitable, willing to go the extra mile for guest service, quick learner, hardworking, approachable, reliable, accountable, well groomed.

Job description:

- assisting guests with checking in and out of the lodge, and handling various administrative tasks, such as creating invoices and maintaining guest records.
- Lodge Receptionists are responsible for ensuring that the needs of the hotel's guests are met, and they typically perform multiple duties throughout the course of each shift. job duties and responsibilities may vary slightly depending on the needs of the lodge and size of its additional staff.
- Answering incoming telephone calls from prospective and existing guests
- Assisting guests with lodge reservations
- Assigning rooms and suites to guests
- Rooming checks
- Notifying management of maintenance needs
- Processing credit card transactions for lodging, room service and other costs
- Transferring phone calls
- Providing guests with wake-up phone calls
- Assisting with guest requests and complaints
- Maintaining accurate records of guest charges (room service, Food and beverage invoices, spa services, etc.)

	Club Master System & computer literacy	System experience in terms of understanding input into the system, maintaining the system and reporting via system generated results to reflect accurate information. Basic computer knowledge of Microsoft office.
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Kind Regards

Commercial management