

Hotel Receptionist

Job Location

15 Awaroa Street, 8011, Christchurch Central, Canterbury, New Zealand

Remote work from: NZ

Base Salary

USD 2,800 - USD 3,600

Qualifications

12th Pass or equivalent certification in hospitality or business.

Employment Type

Full-time

Experience

No Experience Required (Training will be provided), or up to 1 year in a customer service role.

Skills

Strong communication skills, excellent time management, professional telephone etiquette, proficiency in basic office software, reliability, problem-solving skills, and a genuine passion for guest satisfaction.

Responsibilities

Managing guest check-in/out procedures, handling reservation requests and inquiries, processing payments accurately, addressing guest concerns promptly, and maintaining a welcoming and organized reception area.

Description

Starlight Hospitality Group is offering an exciting opportunity for a dedicated **Hotel Receptionist** to join our front-of-house team in Christchurch, the gateway to the stunning South Island of New Zealand. This role is ideal for individuals who are either starting their career journey or possess limited experience and are eager to grow within the hospitality industry.

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As the first point of contact for our guests, you will play a crucial role in shaping their experience from the moment they arrive. Your primary responsibilities will center on efficient check-in and check-out procedures, managing reservations, and ensuring all guest needs are met with professionalism and a friendly demeanor. The fast-paced hotel environment requires strong organizational skills and the ability to multitask effectively while maintaining a calm and pleasant attitude under pressure. This position requires someone who can demonstrate reliability and excellent communication skills, making every guest feel valued.

We believe in fostering talent, and while no specific prior experience is required, a background of up to one year in any customer service environment will be highly regarded. Comprehensive on-the-job training will be provided to equip you with the specific skills necessary to excel in hotel reception operations, including property management systems and advanced guest service techniques. Successful candidates must be proficient in basic computer applications and possess the problem-solving aptitude to handle guest requests and minor issues independently.

Hiring organization

Starlight Hospitality Group

Date posted

November 1, 2025

Valid through

14.05.2026

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