



THRACIAN CLIFFS - OPEN POSITIONS SEASON 2024/5

RESERVATIONS MANAGER

Thracian Cliffs Golf and Spa Resort is a Michelin Guide Hotel Selection 5* Resort located near the town of Balchik. Gary Player's project encompasses a fantastic golf course, luxurious accommodation, two beaches - Argata and Bendida, six à-la-carte restaurants, a spa center, swimming pools, and various attractions. With its impressive size and unique coastal scenery, the Resort is a preferred destination for guests from all over the world. Thracian Cliffs has received numerous international awards, including Best Golf Resort – Europe, Best Golf Hotel, Luxury Golf Resort of the Year, and Golf Experience of the Year, Bulgaria.

MAIN RESPONSIBILITIES:

- Effectively communicates with clients and serves as the face of the company;
- Understands and proactively responds to clients' needs and preferences;
- Informs clients about the resort's services, prices, and packages;
- Creates and processes reservations in the CRM systems;
- Organizes clients' accompanying reservations for **restaurants, beach, golf, spa, and other activities**;
- Assigns tasks related to reservations to staff in various departments;
- Prepares offers, pro-forma invoices, and tracks payments for reservations;
- Represents the company at tourism exhibitions across Europe.

REQUIREMENTS:

- Relevant education and/or work experience;
- Proficiency in written and spoken English or German;
- Competence working with reservation systems;
- Talent for communicating at a corporate **5* level**;
- Skills in organizing, coordinating, and managing activities;
- Positive attitude and persistence.

OUR OFFER:

- Permanent employment contract;
- Provided transport and meals;
- Excellent remuneration and bonuses;
- Work in an international environment;
- Training and professional development;
- Possibility and for remote work.

To apply for the position of “**RESERVATIONS MANAGER**” please email us your resume in English and/or Bulgarian with a current photo to

gergana.dimitrova@thraciancliffs.com

We will contact only shortlisted candidates. All applications will be treated with strict confidentiality.