



The Tanglin Club, a premier club in Singapore, invites applications from suitably qualified candidates for the post of:

Member Relations Associate

Responsibilities:

- Responsible for providing personalised and professional front office and public relations services to Members and guests
- Handle all room reservations promptly and effectively
- Process reservation related administration work and attend to checking in/out Members and guests
- Responsible for handling all Members' and guests' calls
- Responsible for concierge duties
- Assist in resolving and handling Members' enquiries

To be successful, the incumbent should enjoy constant interaction with Members and guests of varied nationalities.

Requirements:

- Minimum GCE 'O' level with at least 1 year of relevant working experience
- Knowledge in MS Office
- Pleasant with good interpersonal skills
- Able to perform shift duties including weekend and public holidays

Interested applicants, kindly submit a comprehensive resume with your expected salary to:
tcrecruit@tanglin-club.org.sg