



LAGOON BEACH
hotel | conference | spa

We're hiring!

Job Title:	GROUPS RESERVATIONS AGENT
Location:	Milnerton, Cape Town
Employment Type:	Permanent Full-Time
Closing Date:	15 October 2025
Availability:	01 November 2025
Gross Salary Range:	R15k to R20k commensurate to experience & qualification
Benefits:	Pension & 50% medical aid contribution for main member
Applications:	CV e-mailed to gm@lagoonbeachhotel.co.za

REQUIRED QUALIFICATIONS:

- Grade 12 Certificate
- Diploma in Hotel or Tourism Management advantageous – recent graduates welcome to apply

REQUIRED EXPERIENCE:

- 1 to 2 years' experience in group reservations
- Experience with Opera Property Management Software essential
- In-depth understanding of the STO market
- Previous experience and relationships with tour operators advantageous
- The ability to work methodically and to a deadline
- The ability to work independently but still as part of a team
- The ability to manage time pressure effectively
- Great verbal and written communication skills

CONDITIONS:

- Regrettably only South African Citizens can be considered for this vacancy
- No transfer costs is covered in the recruitment package – so candidates from other provinces can apply but will ultimately be responsible for their own relocation and settlement costs
- Only e-mailed applications will be considered
- **ONLY candidates with the exact and appropriate qualifications and experience will be considered and replied to.**
- We will try our best to reply to all valid applications, but if you have not heard from us 72 hours after submitting your application – please accept that your application did not succeed

T's & C's Apply
Valid for South African Citizens only
Only email applications will be considered

Contact us:
Applications: personnel@lagoonbeachhotel.co.za
General queries: info@lagoonbeachhotel.co.za
Call: +27 (0)21 528 2000