**Receptionist**

We have an exciting opportunity for an experienced **Receptionist** (part-time). We are looking forward to speaking to experienced, naturally warm and engaging candidates with a strong drive to always 'go beyond' to ensure that the guest experience is superb.

**Job Description:**

* To provide excellent customer service to guests at all times
* Check-in and check-out of guests at Reception
* Deal with day-to-day front office operations at Reception
* Deal with any guest queries and complaints quickly and efficiently.
* To adhere to all Company policies including Customer Care, Health & Safety, Fire Safety, Cash Handling etc
* Process payment for guests' bills on check-out
* Carry out wake-up calls
* Take reservation calls when required and note any special requests

**The Ideal candidate will have:**

* Strong Customer Focus
* Great Attention to Detail
* Skills in problem solving
* Organisation Skills
* Effective Time Management
* Ability to delegate
* Excellent Communication & Interpersonal Skills
* Excellent written & Verbal English is essential
* Fluent English essential
* Knowledge of Hotsoft an advantage

**Experience Required:**

* 1-2 years’ experience as a Receptionist preferably within a 4\* Hotel.

**WHAT WE CAN OFFER YOU:**

* Competitive Salary (DOE)
* Discounted Spa Treatments
* Free Gym Membership (T&C’s apply)
* Discounted Meals when on duty

Please note that it will only be possible to reply to those being called for interview.