

Hotel Receptionist

Main responsibilities:

- Welcome our guests in a friendly and accommodating manner
- Be equipped with the knowledge to provide information to our guests, of all hotel facilities and services, our Group hotels and restaurants, and relevant local information.
- Provide an expert check-in / out experience to hotel guests, ensuring the correct rates are charged, all services are correctly billed and that the guests' payments are properly processed.

Person Specification:

- Thrive on welcoming our guests
- Able to work under pressure
- Excellent attention to detail
- Strong organizational skills
- Be fluent in verbal and written English and have strong IT literacy
- A keen willingness to learn
- Experience in a similar 4-star, hotel environment would be beneficial

Job Types: Full-time, Permanent

Hotel: The Grand Hotel & The Abbey Sands Hotel

Salary: £9.50-£10.00 per hour