

Receptionist Job Description

Receptionist Needed For Luxury 4* Boutique Hotel! Part of an Award-Winning Portfolio!

Based in Private Gardens on the outskirts of Kidderminster
Great Salary + Fantastic Career Development Opportunities!

Are you a RECEPTIONIST with a Genuine Passion for Outstanding Customer Service?

If you also have strong communication and administration skills, then this exciting new Reception role with a Market Leading Luxury Boutique Hotel may be the perfect job for you!

So, to start with....what's in it for you?

- A competitive basic salary of £20,000 - £22,000 depending on experience.

- Incredible pride and prestige that comes with managing one of the most popular luxury hotels in the West Midlands!

- You'll also receive some fantastic benefits including Specialised Vocational Training and Brilliant Staff Discounts across the portfolio!

Now let's discuss the role;

My client, a Luxury 4 Star Boutique Hotel, set amongst 28 acres of Magnificent Gardens and Woodlands on the outskirts of Kidderminster, is looking for a Talented Receptionist to join one of the best Front Office teams in the business! This is a unique opportunity to really progress your career with a recognised market leader in luxury hospitality!

The successful Receptionist will be an individual with a pro-active stance towards problem solving, who displays a positive attitude and calmness under pressure.

A Receptionist at a luxury hotel such as this will be highly service driven, extremely customer focused with strong organisation, administrative and communication skills. You'll be responsible for making hotel and

restaurant bookings, meeting and greeting guests and acting as the face of the Hotel.

Working a 5-day week on a mixture of early, middle and late shifts, you'll be given extensive training on all hotel systems and processes involved.

For those who show themselves capable of taking on more responsibility, the Hotel can offer Outstanding Career Development Opportunities moving forward.

So how do I apply?

If you're interested in this position, please send an updated CV to andrew@uk and call Andrew H on either 0145-7761-116 or 0757- 2152-061. If you know anyone else who may be interested in this role, please forward the details onto them.

Reference ID: AH/Kidd2

Job Types: Full-time, Permanent

Salary: £20,000.00-£22,000.00 per year

Benefits:

- Company pension & On-site parking

Schedule:

- Monday to Friday & Weekends

COVID-19 considerations:

In line with Government guidelines, we've implemented a number of stringent safety protocols which will help to ensure the safety of both staff and customers. We want new staff members to feel comfortable and relaxed when showcasing their talents.

Work remotely: No