



## Job Description

**Job Title:** Hotel Receptionist

**Department:** Front of House

**Job Types:** Full-time, Temporary

**Salary:** £14,000.00 to £16,000.00 /year

As part of a multi-million-pound investment, our new owner has a vision is to reignite the brand, rebuild and develop a 5-star luxurious experience which will surpass expectations that was synonymous with 42 The Calls some 27 years ago. The investment and forward-thinking vision will create opulent 5-star luxury accommodation set on the beautiful backdrop of the River Aire. The hotel refit will blend high-end contemporary suites into the footprint of the 18th century corn mill whilst ensuring it protects the buildings heritage. Put simply, it will be an outstanding, exclusive, 5-star hotel in a truly unique setting.

### **Purpose**

If you have what it takes and want to be part of something special, we want to hear from you. We are looking to recruit a well-presented applicant to join the Reception Team. The successful applicant must have previous relevant reception experience either within another hotel or similar busy environment and be computer literate. As well as being an excellent communicator with the ability to liaise with staff and customers at all levels, you should demonstrate good organisational skills and be able to prioritise your workload in this busy environment.

Customer service is the key to our success, the applicant should pride themselves in working to a very high standard which is synonymous with the hotel. As receptionist you will be responsible in checking guests in and out, making bedrooms reservations by telephone and email, assisting guests with day to day requests, checking emails and completing tasks appointed to you by the Management Team. A knowledge of Microsoft Office, Outlook & Pro-tel Air is preferred, but not essential. The position will be up to 40 hours per week, the shifts will vary but will include most weekends, Late and Early shifts and Bank holidays will be on a Rota basis, a flexible attitude and willingness to be adaptable will be required.

A Late Shift is starting at 2:45pm and Early shift 6:45am. To apply for this position please email your CV in word format for the attention of Simon Pollard to the email address provided.

\*Please note that due to the high volume of applicants we receive, it may not be possible to respond to all applicants and please note that CV's that do not show relevant experience will not be considered for the position. In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. \*