



Current Vacancy - Receptionist

This is a full time permanent position, working 40 hours per week
Rotating early, middle and late shifts, working 5 days in 7
Shifts will be arranged to cover the hours between 07.00 hrs to 23.00 hrs
with some weekend work.

As a member of the Reception team you will be at the front of our business, playing a vital role in meeting customer expectations. Main duties include efficient and effective arrival and check-out service to all guests, visitors and staff to reception.

Liaise with guests with regards to complaints or queries in an efficient manner. Answer telephones and reroute calls to colleagues, providing customers and other stakeholders with a friendly and efficient service.

Follow processes and procedures as identified in the operations manual, whilst maintaining an orderly reception area.

This position requires good organisational skills, smart appearance and excellent customer care skills, ideally backed by previous experience as a Receptionist in a hospitality environment.

Salary will be £17,680 per annum plus excellent benefits.

Own transport needed due to location.

To discuss the above position further, please contact:

Matthew Finch
Operations Manager, Front of House
Email: matthew.finch@ashornehill.co.uk