



Job Description

Job Title: Receptionist

Hours of Work: Part Time+

Rate of Pay: National Minimum Wage Applies

Reports to: Front of House Manager

Position Summary:

Duties

- Experience is preferred but not essential as on-site training will be given.
- The candidate must have excellent customer care skills and be computer literate.
- They must be flexible and a good communicator and be able to work alone and as part of a team.
- They need to be able to manage their time and work to deadlines. They must also be able to work well under pressure.
- Operating a telephone switchboard
- Meeting/greeting guests and members
- Check-in / out residents
- Making room reservations
- Take payments for events/leisure/golf memberships - Make restaurant bookings on a computer diary
- Communicate with various departments daily

Working within a similar environment would be an advantage, but not essential. You will need to be able to work on your own initiative. Working variable hours (on a rota basis) to suit business needs, including evenings, weekends, and bank holidays. The ideal candidate will be hardworking and quick to learn, with a high attention to detail. Bryn Meadows is an equal opportunities employer.

Unfortunately, we are unable to sponsor candidates from outside the EU. Non-EU candidates need not apply. National minimum wage applies.

To apply, please fill in the application form from the website and send this with your CV to matthew.jenkins@brynmeadows.co.uk