

# JOB SUMMARY

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# RECEPTIONIST



## Join our Team!

We are looking for a friendly and professional Hotel Receptionist to be the welcoming face of our hotel. As a vital part of our team, you will provide exceptional guest services, and ensure a seamless guest experience.

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### Your Role:

- Guest services: Greet and assist guests with check-in and check-out.
- Reservations: Answer phone calls and emails promptly, handling guest inquiries and reservations
- Support: Answer guest inquiries and coordinate with hotel departments. Assist with guest requests, such as booking taxis or recommending places of interest
- Operations: Manage billing and maintain guest records.

### About You:

- Experience: Previous receptionist or customer service experience preferred but not essential.
- Skills: Excellent communication and multitasking abilities. - Attributes: Professional demeanor, attention to detail, and strong organizational skills. Ability to deliver exceptional guest services with a friendly and welcoming personality.

**Schedule - 5 days, 8 hours shift including weekends and holidays.**

**Base Salary - £25,000 per annum**

### Why Join Us?

- Benefits : Competitive salary, hotel discounts, staff uniforms, duty meals, employee of the month/year schemes, birthday voucher, participation in share of service charges and free onsite parking.
- Environment : Work in a welcoming and dynamic team, with regular staff events.
- Career growth and learning and development opportunities.

**APPLY NOW!**

Submit your CV to [jobs@comishotel.com](mailto:jobs@comishotel.com)