

JOB SUMMARY

HOTEL 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.

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:

- Previous receptionist or customer service experience preferred but not essential.
- Excellent communication and multitasking abilities.
- Professional demeanour, attention to detail, and strong organizational skills.
- High standards of grooming and personal presentation.
- Ability to deliver exceptional guest services with a friendly and welcoming personality.

Schedule - 5 days per week

Shift - based on rota, including bank holidays and weekends

Salary: £26,500 per annum (pro-rata), plus a share of the service charge

Fixed Term contract / Full Time Permanent Role

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.

Make every guest's stay memorable with your dedication and exceptional service!

APPLY NOW!

Submit your CV to jobs@comishotel.com