

JOB SUMMARY

RECEPTIONIST (DAY/NIGHT)



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. - Night duties include setting up for breakfast, security and cleanliness checks, monitor guest safety and follow emergency protocols.

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 plus allowance for night duty

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