



## SENIOR RECEPTIONIST

We are currently recruiting for the position of Senior Receptionist at the 4\* Westport Hotel Group . We recognize that our team is our greatest asset and the successful candidate will enhance an already established and successful team. Recently awarded Great Place to Work.

### Key Duties and Responsibilities:

- Greet and welcome our guests to the Hotel.
- Register the guests and take payment.
- Answer any queries the guest may have on in house facilities and tourist information.
- Take responsibility for the security of the keys.
- Update all guest information in the computer.
- Take and confirm reservations to our guests.

### Requirements:

- Excellent customer care skills.
- Be able to work on your own initiative.
- Excellent communication skills.
- Be able to cope well under pressure.

### Experience:

- Previous Hotel Front Desk experience is desired for this role.
- Strong communication skills both verbal and written are essential.
- Experience with Hotsoft is desirable and a distinct advantage.

### Skills:

Receptionist Duties Answering Calls Making Reservations

Skills:

Switchboard Reception desk Assist Visitors Answering Calls

Benefits:

Gym Meal Allowance / Canteen Paid Holidays Parking