

The 4\* family owned and managed Westport Plaza and Castlecourt Hotel Resort are currently recruiting for a part time Spa Receptionist to join our professional and dedicated team. We pride ourselves on delivering a unique experience with exceptional customer care within a 4\* Spa setting.

Join us if you like working within a friendly and productive team. We offer flexible and short working hours to help facilitate work/life balance, and family arrangements.

**Responsibilities include:**

- Greet and welcome guests to the Spa in a professional and courteous manner at all times
- Deal with check-in of guests to Spa efficiently
- Deal with any guest queries and give them all information required during their time at the Spa
- Be knowledgeable about Spa offerings and products
- Ensure guests receive exceptional customer service and receive a memorable Spa experience
- Carry out any other tasks required by Spa management

**Ideal Candidate:**

- Excellent communication skills
- Excellent customer service skills and be customer focused
- Flexible

**In return we offer our team:**

- Competitive salary
- Excellent career progression opportunities within the Westport Hotel Group
- In-house training provided by qualified professionals
- Employee Assistance Programme and Wellbeing Supports
- Free leisure centre membership
- Staff and family discounts
- Employee Recognition Awards
- Free meals on duty
- Bike to Work Scheme