

The Whistledown Hotel



NOW RECRUITING HOTEL RECEPTIONIST

Key Responsibilities

Processing enquiries and bookings, Guest Check-In/Out duties, producing daily reports utilising MS Office Applications & Hotel Software, Ensuring guests' comfort and service plus general office administration.

Requirements:

Experience in a similar role is preferred but not essential as training will be given.

Excellent communication skills and a friendly personality.

Strong organisational skills and attention to detail.

Proficient in the use of MS Office applications.

A passion for providing outstanding guest service.

Full-time position: Must be available to work evenings and weekends.

5 workdays will include weekends, integrated into your regular working week. Must be available to work evenings & weekends.

Competitive salary:

Opportunities for career advancement within a growing hospitality brand.

A supportive and collaborative work environment.

Training and development programmes to enhance your skills.

To Apply:

Submit your CV and a cover letter to: The General Manager, The Whistledown Hotel, 6-7 Seaview, Warrenpoint, Newry, BT34 3NH.

Email: info@thewhistledownhotel.com. Telephone: 028 4175 4174

<https://www.thewhistledownhotel.com/careers.html>

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