

morgans

C A R E E R S

RECEPTIONIST

We are looking to recruit an experienced Front of House Receptionist to join our team at Morgan's Hotel.

You will be the first point of contact for all customer facing operations within the Hotel, assisting, and greeting our guests as the first point of contact. Have an excellent telephone manner, customer service skills, and the ability to deal with all guest inquiries.

The successful candidate must have previous experience within a similar role and be able to work on their own initiative. You will need to have the ability to deal with the unexpected have the ability to multitask, and possess the following skills.

Skills

- Customer service experience is essential
- Positive can-do attitude and excellent communication skills
- Ability to multitask
- Excellent numerical and IT skills
- Good interpersonal skills
- Good communication skills, able to communicate with management and colleagues and be a good team player.

You will need to be highly motivated and demonstrate passion about the industry, and be able to create and provide a relaxed, friendly atmosphere with maximum efficiency on customer service and standards.

The successful candidate will need to be flexible and have the ability to work between the hours of 7am - 11pm over a 7-day trading period, including Christmas Day and Bank Holidays. You must also be able to work additional shifts to provide cover for holidays where necessary.

Excellent training and development opportunities will be available for the right candidate with opportunity to progress and develop in the role.