



## Hotel Services Co-ordinator

Closing Date: 25/06/2021

### Description:

The Lowry Hotel - Manchester's Iconic five-star hotel is recruiting for a full time Hotel Services Co-Ordinator. This role will report directly to the Events and Reservations Manager. You will be handling a variety of hotel reservation requests which can range from an Individual guest booking, Spa bookings, Private dining and Food and Beverage bookings. Whatever the size of the booking we pride ourselves on the attention to detail and outstanding customer care skills. Knowledge of Opera, Core and Resdiary would be preferred but not essential.

### Responsibilities:

Ideally you will have previous Reservations or Hotel experience, be a strong, motivated individual who will enjoy the challenge of this role, proudly managing the customers' requirements and exceeding their expectations. This role is focused on clear communication with guests and team members - both written and verbal communication must be strong. The role operates on a rota basis for a five out of 7 days. The role will operate on a shift based pattern.

### Benefits:

Great benefits available and career progression within the brand

- Uniform and Meals on duty provided
- Unique team member discount rate and 50% of all food and drink. Friends and family discount also available.
- Access to discounted rates with Millennium and Copthorne Hotels
- Access to wider wallet benefits platform
- Access to online training facilities with Flow
- Death in service benefit for contracted employees

### Details:

Rate of Pay: Competitive  
Working Hours: TBC  
Contract Type: Permanent, Full Time

If you're interested in this role, please contact:

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