



Hotel Receptionist

Closing Date: 30/07/2021

Description:

Experience in Hotel Reception? Passionate about delivering outstanding hospitality? We may have the perfect role for you! Come and join our enthusiastic, welcoming team as a Hotel Receptionist at the Marriott Victoria and Albert Hotel.

Objective of the Role:

Reporting to the Front Office Manager, the Receptionist is the first person that a guest meets on arrival to the Hotel, therefore it is of utmost importance that all staff present a friendly and professional image to our guests at all times.

Responsibilities:

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.

What are we looking for?

- Must have hotel reception experience
- Ability to converse effectively and competently with both guests and staff
- Excellent customer service skills and good telephone manner
- Accurate typing skills and knowledge of Word
- Knowledge of reservations systems software is an advantage - Opera

Benefits:

About your Benefits:

- Employee Assistant Programme
 - Food & Beverage discount at the hotels
 - Uniform
 - Training and Development
 - Career discussions and Qualifications
 - Staff Discounts
- Marriott International is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law

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

Email: margaret.bartnikiewicz@gcemployment.uk
Tel: 07503620815



The
Growth
Company

Talent Hub marketingManchester

Details:

Rate of Pay: Competitive

Working Hours: TBC

Contract Type: Full Time, Permanent

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