Position: Hotel Receptionist Location: UK Salary: Competitive

We are seeking a friendly and customer-focused Hotel Receptionist to join our team. In this role, you will be responsible for providing exceptional guest experiences, managing reservations, and assisting with administrative tasks.

Responsibilities:

* Greet guests and check them in and out of the hotel.
* Respond to guest inquiries and provide information about hotel services and local attractions.
* Manage room reservations and ensure accuracy of guest information and payment details.
* Handle cash and credit card transactions and maintain accurate records.
* Assist with administrative tasks, including filing, faxing, and email correspondence.
* Maintain cleanliness and organization of the front desk area.
* Provide exceptional customer service and resolve guest issues in a timely and effective manner.
* Collaborate with other hotel staff to ensure smooth hotel operations.

Requirements:

* Previous experience as a hotel receptionist or in a customer-facing role is preferred.
* Excellent communication and interpersonal skills, with a friendly and approachable demeanor.
* Strong organizational skills, with the ability to manage multiple tasks and priorities.
* Attention to detail and accuracy in managing reservations and financial transactions.
* Knowledge of basic computer programs, including Microsoft Office and reservation systems.
* Ability to work independently and as part of a team in a fast-paced, deadline-driven environment.
* A diploma or degree in hospitality or a related field is preferred.

If you are a customer-focused individual with excellent communication skills and a passion for the hospitality industry, we encourage you to apply. We offer a competitive salary, benefits package, and opportunities for career growth and development.