



# Cedar Court Hotels

YORKSHIRE

## **Full Time Hotel Receptionist – Cedar Court Hotel Harrogate**

We are currently recruiting for a full time Receptionist to work in our beautiful Grade II listed property in the heart of the town. Cedar Court Hotels are a group of privately owned hotels with a strong emphasis on Yorkshire values and dedication to customer service.

### **What do you want from you?**

- You will have previous hotel experience in a large similar establishment
- You will possess excellent communication skills and be comfortable dealing with guests and hotel staff at all levels.
- You have the ability to multi-task and be able to think on your feet as the as you will assist with many and varied guest requirements throughout the day, from check-in to check-out.

You must possess a good standard of literacy, numeracy and IT skills, ideally with a good working knowledge of Opera. You will need to be a professional, self-motivated person with a passion for excellent customer service and strong attention to detail. You must be extremely well-presented and able to use initiative whilst displaying exceptional standards of customer care at all times.

As the Hotel is open 7 days a week, evening and weekend work will be part of the regular shift pattern. This is a 40 hour full time contract, working any 5 days over 7.

### **What can we offer you?**

In return we offer:

- Competitive salary
- Discounted hotel stays after successful completion of the probation period
- Free meals on duty
- Company uniform
- Long service holiday benefits
- Company achievement awards
- Staff Fun Days
- Employee Engagement Events