



Receptionist

Wakefield

Cedar Court Hotel Wakefield are looking for a new team member to join our existing Reception Team on a full time basis.

As the first point of contact for Cedar Court Hotel guests, the Receptionist will have a warm and welcoming manner and an exceptional eye for detail.

With proven hotel experience, you must possess excellent communication skills and be comfortable dealing with guests and hotel staff at all levels. You will assist with many and varied guest requirements throughout the day, from check-in to check-out so the ability to multi-task and be able to think on your feet is a distinct advantage.

The Receptionist must be able to demonstrate high standards of spoken and written communication together with a good standard of numeracy and financial awareness, to ensure all relevant documentation is carried out accurately and efficiently.

The Receptionist 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.

In return we offer a competitive salary, meals on duty and company uniform. Discounted hotel stays and other staff benefits are available after successful completion of the probationary period.

Applications to be emailed to allisonp@cedarcourtbradford.co.uk