



Slieve Russell Hotel
Golf & Country Club



**The Slieve Russell Hotel, Golf & Country Club
Ballyconnell
Co. Cavan**

We are currently seeking applications for the below opportunity which is available within the Slieve Russell Hotel.

Receptionist

The Slieve Russell Hotel requires a front office receptionist to cover midweek and weekend shifts as required to cover a full time position.

Main Duties

- To provide an efficient and friendly telephone service at all times.
- To provide an excellent service for Checking in and out of hotel guests.
- To be Sales oriented & maximise all opportunities to increase the hotel's room revenue
- To Communicate the hotel facilities and services to guests.
- To prepare accurate daily reports in a timely manner
- To complete cash handling and ensure that all transactions are completed correctly.

Skills Required

- Exceptional Customer Service skills,
- Excellent telephone manner
- Good Attention to detail,
- Outstanding communication skills,
- Be able to work on your own initiative & cope well under pressure
- Be computer literate

The ideal candidate will have previous experience of working as a Receptionist at a busy hotel Reception.

To Apply:

For further details or to apply for these roles please contact:
The Human Resources Department on 00353 4995 25130 or via email: HR@slieverussell.ie

Closing Date for Receipt of Applications is Friday 7th July 2017 at 5pm