



## Employment Vacancy

Name of Club:-

ALC Ref No:-

Job title:-

Full/part time:-

Location:-

Duration:-

**Brief Job Description:-**

Job involves all normal aspects of hotel receptionist work.  
The successful applicant must have:  
\* Previous experience as Receptionist.  
\* Exceptional Customer Service skills.  
\* Knowledge of Room Master or other Front of House system  
\* Good command of the English Language: spoken and written  
\* Good organisational and motivational skills, attention to detail.  
We expect that you are polite, tactful, lively, cheerful personality and you are able to demonstrate experience of delivering excellent customer service in a prestigious environment.  
Working hours Monday to Sunday and you need to be flexible, as there will be a mixture of early shifts (0700 – 1500) and late shifts (1400 – 2200) including weekends, Bank Holidays etc.

Hours/week:-

Wage/Salary:-

Contact Name:-

Telephone No.

**Office Use Only**

Date posted:-

Expiry Date:-

When complete please post or email this form to the ALC Secretary.

This vacancy will expire automatically after 3 months unless specifically extended by the nominating club. It is requested that the ALC Secretary be notified as soon as vacancies have been filled so that the notice can be withdrawn.