

Bee Happy Recruitment

<https://www.beehappyrecruitment.co.uk/jobs/resteraunt-supervisor-midhurst/>

Reception Supervisor

Industry

hospitality

Description

Pay

£22,000 – £25,000 a year

Hiring organization

Bee Happy Recruitment

Employment Type

Full-time

Job Location

Midhurst

Base Salary

£ 22k - £ 25k

Date posted

February 2, 2024

Job type

- Full-time

Shift and schedule

- Weekend availability

- Monday to Friday

Location

Midhurst

Benefits

Pulled from the full job description

- Company events
- Company pension
- Discounted or free food
- Employee discount
- Free parking
- On-site parking

Bee Happy Recruitment are working with a fantastic client in the Midhurst area.

The hotel is seeking a receptionist supervisor to lead and and manage the team in

the reception Managers absence whilst taking care of the needs of the clientele.
Salary between 22k-25k with tips and additional bonuses and perks.

“Duties“

- Greet and welcome visitors in a professional and friendly manner
- Answer and direct phone calls to the appropriate person or department
- Provide general administrative and clerical support
- Maintain a neat and organized reception area
- Schedule appointments and manage calendars
- Receive and distribute mail and packages
- Perform data entry tasks accurately and efficiently
- Coordinate meetings, conferences, and events as needed

“Experience“

- Proven experience as a receptionist or in a similar role
- Proficient in using office software
- Excellent typing skills with attention to detail and accuracy
- Strong organizational skills with the ability to multitask effectively
- Professional phone etiquette and excellent communication skills, both verbal and written
- Ability to handle sensitive information with confidentiality

Please note that this job description is not exhaustive and additional duties may be assigned as needed.

If you are a motivated individual with strong administrative skills, we would love to hear from you. Apply now to join our team as a Receptionist Supervisor

Job Type: Full-time

Salary: £22,000.00-£25,000.00 per year

Benefits:

- Company events
- Company pension
- Discounted or free food
- Employee discount
- Free parking
- On-site parking

Schedule:

- Monday to Friday
- Weekend availability

Supplemental pay types:

- Bonus scheme
- Tips

Education:

- GCSE or equivalent (preferred)

Experience:

- Customer service: 1 year (preferred)
- Administrative experience: 1 year (preferred)

Language:

- English (preferred)

Licence/Certification:

- Driving Licence (preferred)

Ability to Commute:

- Midhurst (required)

Work Location: In person