



WOODLAND LAKES LODGES

RECEPTION ASSISTANT

Location: Woodland Lakes, Thirsk

Woodland Lakes Lodges, as part of Landal Greenparks partnership, offers peaceful lodge and holiday accommodation with fantastic levels of refinement and comfort built for guests who place a real emphasis on relaxation and nature.

Job summary

A fantastic opportunity has arisen for a Reception Assistant to join our friendly team at new lodge complex A Woodlake Lakes Lodges nr Thirsk. As the receptionist you will be responsible for overseeing the daily operational duties of the welcome desk.

About the candidate:

We are looking for someone who is looking for a challenge, who share our values and have a genuine passion for delivery excellent customer service. We want staff who understand that having such high customer standards can contribute to the whole customers experience. We need someone who leads, motivates and engages with customer and visitors to exceed our guest expectations.

Main duties and responsibilities

As the receptionist, you will be responsible for the management of a busy welcome desk. You will be a key representative within the Park.

Key Skills and Experience

- Experience of working with the public is desired and you will have experience of working on a Reception or in a customer service-related role
- Excellent communication skills both oral and written
- Previous experience in a busy reception preferred
- First class interpersonal skills
- Knowledge of health and safety would be advantageous as you will be required to ensure health and safety is adhered to
- Ensuring excellent attention to detail, and 5-star standards, are maintained at all times
- Communicating with your manager and maintenance regarding any issues that may arise
- A high level of attention to detail and demonstrate high levels of quality
- A hands-on approach needed
- Flexible working hours, including weekends depending on business needs

What you offer

- A friendly and outgoing personality
- A passion for proving the best customer service possible
- Attention to detail
- The ability to remain calm under pressure
- Can do attitude

Benefits, Salary and Hours of Work

- Pension
- Competitive pay and holiday entitlement
- Training and development to progress within the company
- 25 hrs/week (PT) 40 hrs/week (FT) Pay National Min Wage

Applying

All applications will preferably be accompanied by a current CV which will be used to assess your suitability for the role.

To apply for this please click on the link below:
<https://www.woodlandlakeslodges.co.uk/vacancies/>