



The Bull
Oxford Road
Gerrards Cross
Buckinghamshire, SL9 7PA

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JOB TITLE: RECEPTIONIST

You will be welcoming people to our hotel, checking guests in & out, and dealing with:

- billing
- cash handling
- telephone answering
- guest queries
- VIP guests
- cancellations, faxes and other reservations.

You should be computer literate and ideally have prior experience working in a hotel reception. You will need a good understanding of spoken & written English and an excellent attitude to customer service.

You must be standards driven with a friendly and caring approach to all tasks and have the desire to go that extra mile to provide our customers with an enjoyable stay.

Working hours vary depending on hotel business, however basic hours are 40 hours per week, working a mixture of early & late shifts, with 5 days out of 7 on rota.

Uniform and meals on duty will be provided and Live In accommodation maybe available if required.

In line with the requirements of the Asylum & Immigration Act 1996, all applicants must be eligible to live and work in the UK. Documented evidence of eligibility will be required from candidates as part of the recruitment process.