

## **Night Receptionist / Porter**

### **The Role**

We are looking to employ an enthusiastic and highly motivated **Night Receptionist / Porter** who is customer focused. You will also be required to carry out basic porter duties at times throughout the evening and undertake security walks when required to do so.

The ideal candidate must:

- be IT literate
- be able to demonstrate excellent focus upon customer care
- be an effective communicator
- have good organisational & presentation skills.

You will need to be able to deal effectively with all members, guests and senior clients and all ranks of the Armed Services and offer the very highest standards of customer care.

### **The Detail**

Permanent contract (44 hours per week – over 4 nights. 4 nights from 7 including weekend working. 8.00pm till 8.00am)

You must be fluent in English.

Military knowledge is not essential but would be a distinct advantage, as would an appropriate hotel qualification, substantial knowledge of computerised hotel reservation systems and previous experience in hospitality.

### **Benefits Package**

20 days holiday per year

Uniform provided

Free meals on duty

Training and development programme

### **Eligibility**

You **must** be eligible to live and work in the UK to apply for this position.

### **About Us**

The Victory Services Club in London is a successful and prestigious private members club exclusively for serving and retired members of all ranks of the UK Armed Forces (and their allies), and their immediate families. The Club was established in 1907 as a charity with two primary objectives: to promote military efficiency and esprit de corps, and to relieve need, hardship or distress amongst serving personnel and their dependants. The Club is located adjacent to Marble Arch and offers 202 bedrooms, 8 Conference Rooms and a range of other facilities including bars.