



The Role

We are looking to employ an enthusiastic and highly motivated **Receptionist / Reservationist** who enjoys working with a high degree of initiative.

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

Causal contract (up to 40 hours per week) / £10.50 per hour

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

Accrued Casual Holiday Pay /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.

Please refer to our [Recruitment Privacy Notice](#) on our website.