

Role: Receptionist

Location: Hyde Park, West London (W2), W2 2HF

Salary: £24,544 per annum

Contract Type: Permanent (40 hours per week)

About Us:

Victory Services Club (VSC) is a successful charity which provides membership services to serving & retired members of the UK Armed Forces, NATO, Commonwealth, and their families. The Club, which is close to Marble Arch, has 200 bedrooms, extensive dining facilities, and seven Event Rooms which are available for Club members. Our Event Rooms are hired to generate revenue for the charity. The Club operates a number of schemes to provide free breaks for serving members of the Armed Forces. We have a fantastic new opening for a receptionist to join our friendly Front of House Team.

Role Description:

As a receptionist, you will be dealing with guests face to face in a warm & friendly manner- welcoming, checking guests in and out, liaising with other departments as well as managing reservations and bookings. You will answer guest queries and requests to ensure 100% customer satisfaction.

The Person:

This is a customer facing role, best suited to a person who is of a warm & friendly nature. Customer service experience is essential. You must have strong communication skills with a confident telephone manner. As a receptionist you must be IT literate and have the ability to learn new software systems. Additional languages would be advantageous. The successful candidate must be fluent in English and have the legal right to work in the UK.

Benefits Package

- 28 Annual Leave Days (Pro Rata)
- Uniform provided
- Free meals on duty
- Company Pension Scheme
- Training Opportunities

The Closing date is 31 May 2022, although applications will be considered for shortlisting on a rolling basis, and the closing date will be brought forward if a successful candidate is found prior to 31 May 2022.

The VSC is committed to staff development and supervision, and we will provide a detailed induction and on-going training and support. We are an equal opportunities employer, and we welcome applications from all sections of the community.

Please email your CV to: Raj.Balan@vsc.co.uk