**Job Description**

**Receptionist** – Two positions available

We are looking for confident receptionists to join the team through the summer period, working as a receptionist in our busy office.

The role will involve administration of our booking system, answering the phone, organising cleaning rota’s and welcoming guests to this very popular and busy site.

Check-in days are very busy, so candidates need to be able to work under pressure.

Previous work in a busy office would be advantageous along with a working knowledge of Word & Excel.

Updating our key social media presence, with articles and updates

You must have excellent communication skills, be self-motivated and able to work under pressure and as part of a team.

The role will include working weekends.

We are a seasonal business open from April to November.

Contract length: Till end of October

Hours: From 21 to 38

Salary: Range from £9-£11 dependant on experience