



Leisure Club Receptionist (Part-time)

Main Duties:

- To greet members and guests on arrival in a warm, welcoming & friendly manner.
- Provide friendly & efficient service for both members and guests.
- Attend to all incoming calls in a professional and polite manner
- Start of Day and End of night closing procedures and cleaning duties.
- Sales of memberships.
- Taking tours around the gym.
- Day to day administration.
- Overseeing Direct Debit files.
- To deal with any customer complaints in a professional manner and to notify management of these.
- Book fitness assessments.
- Check all e-mails each morning and throughout the day.
- You will be responsible for the compilation of mail shots on a regular basis.
- Maintain an orderly working environment.
- To train new reception staff in the operations and procedures of leisure centre and spa. To ensure a clean and hygienic working environment.

Skills/Experience

- Experienced and proficient working with Microsoft Office and Microsoft Outlook.
- Min. 1 year + working as a Receptionist in a busy gym, leisure club or hotel.
- Excellent spoken and Written English.
- Must be eligible to work in Ireland.
- Must be available to start immediately.

Please send CV and cover letter to: Paulconnolly@glenroyal.ie