



ST GILES HOTELS

RECEPTIONIST

St Giles London Hotel
Competitive Salary and Fantastic Benefits

TO APPLY: Please send CV to careers@stgiles.com

We are looking for a **RECEPTIONIST** to join the Front Office team at the St Giles London hotel in Central London.

St Giles London offers the city's best value for honest comfort and incredible convenience. Located in the heart of the historic West End, London's main commercial and entertainment centre. Our mission is to bring the St Giles experience to life by creating value, making a difference and contributing to memories that last far beyond checkout.

As **Receptionist** you will provide a courteous and efficient service to all guests and maintain the levels of service to the highest standards at all times. You will be responsible for greeting guests in a warm friendly manner and be a true ambassador for excellent service, dealing with all requests and queries in an efficient and professional manner, whether face to face or over the telephone.

You must be engaging, motivated, welcoming and highly organised to ensure that all requests are attended to without any delays. You will need to be well presented, have excellent communication skills and a pleasant telephone manner. You need to work well under pressure with excellent ability to co-ordinate efficiently with other departments and bring good administration skills.

We anticipate applicants will have previous experience as Receptionist and will have worked in a similar role within a hotel or customer service environment.

Please note: We endeavour to respond to the majority of applications, however, if you do not receive a response within two weeks, please assume that your application has been unsuccessful on this occasion.

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