

CREAR

— H O T E L S —

HOTELS WITH HEART & SOUL

Thainstone House, Inverurie – Receptionist (Part Time)

Thainstone House is placed a few miles outside Inverurie and is well established in the local area for the idyllic setting, fine Scottish hospitality and excellent food. Comprising 48 high quality and deluxe guestrooms, fine dining AA Rosette awarded restaurant, large ballroom, six individual meeting and event rooms and brasserie bar all set within a large parkland setting, this wonderful property is capable of event hosting events up to 750 (with use of a marquee).

Our spa and leisure club has a strong membership and consists of pool, gym and tranquillity garden with outdoor hot tub and sauna.

Candidate Attributes:

- Wants a career in hospitality
- Great people skills
- Open to change
- Works well in a team and alone
- High levels of personal confidence to deal with customer complaints/issues
- Works in a punctual and organised manner

Candidate Responsibilities:

- Follow reception check list
- Inputting reservations into our system
- Answering guest enquiries through phone and email
- Keeping your work place tidy
- Taking payments
- Being in charge of your own shift money-handling
- Communicating with housekeeping
- Working in a timely manner
- Daily checks for reservations
- Check in and out guest with proper procedure
- Being flexible to pick up any extra shifts for holiday cover and / or sickness

Candidate Qualifications/Experience:

- Opera knowledge preferable but not mandatory as full training will be given

What We Can Offer You:

- £7.50 hourly rate
- Entry in to employee Fair Fund
- Training and development opportunities
- Discount at our sister hotels
- Use of hotel leisure club

Crerar Hotels values: Crerar Hotel Group is one of Scotland's leading privately owned hotel companies. Crerar Hotels work hard on talent development and always look to progress individuals through internal promotion. This role represents a fantastic opportunity for a dynamic individual to join a dynamic company.

If this sounds like your dream job, we would love to hear from you!

Please send your resume and brief covering letter outlining your experience and skills to Sabine Sukevica, Front Office Manager, at fom.thainstone@crerarhotels.com.

Thank you for your interest in Crerar Hotels. Should we wish to progress with your application, we will aim to respond within 14 days. If you do not hear from us, thank you in advance for the opportunity to consider your application. **No agencies at this stage please.**