



## Position of Hotel and Restaurant Receptionist

### Job role and responsibilities

The role of Receptionist is ultimately to greet guests, allocate rooms according to laid-down procedures and take hotel and restaurant bookings. The Fox Country Inn is looking for a sociable candidate, able to work effectively in a team. It is essential that the candidate is well organized and has obtained good admin and computer skills, in order to be able to fulfil the role as receptionist. We are looking for someone able to work flexible working hours and willing to go the extra mile!

If you feel you have the necessary attributes to become a successful employee at Fox Country Inn please e-mail a copy of your Curriculum Vitae and covering letter to [info@foxcountryinn.co.uk](mailto:info@foxcountryinn.co.uk)