



Job Title:	Receptionist
Salary:	£8.50 – £11.00 per hour
Job Type:	Up to 35 hours per week including weekends
Working Pattern:	3 to 4 shifts per week
Location:	Llangollen, Wales.
Type of Company:	Exclusive Wedding Venue in North Wales

### **About Us**

Tyn Dwr Hall is an exclusive wedding venue located in the scenic town of Llangollen. We are privately owned - creating a caring dedicated 'work family' is key to our success, and we have been fortunate to have gained a national reputation as one of the leading Wedding destinations in the region.

We have an exciting opportunity for a passionate, enthusiastic Reception to join our hard-working dynamic team. As a Reception you will need to be a proactive and outgoing person with exceptional drive, enthusiastic personality and a strong background in hospitality

### **Reception Duties**

- Welcome and greet guests as they arrive into the hall
- Check in guests, Issue room keys and direct to their rooms
- Maintain clear and accurate records of guest's room bookings
- Listen and respond to guest queries and requests
- Maintain a neat and orderly reception area
- Prepare and set the breakfast area for the morning this includes plate count, cutting butter, preparing fruit and stocking the fridge
- Tidy the dressing room and public areas
- Ensure pantry areas are stocked and tidy
- Serve reception drinks and help pour toast drinks during the wedding breakfast
- Greet evening guests

### **The ideal candidate will:**

- Be organised, hardworking and reliable
- Have a good work ethic
- Have a good attention to detail
- Keep a smart appearance to liaise with guests
- Proficient on Word and Excel
- Be able to work flexible hours



In return

- Company pension
- Opportunity to progress
- 1 full weekend off a month with other weekend dates
- Christmas day, boxing day and new year off
- Team food when on shift
- Staff discounts across the group
- Paid overtime
- Free parking
- Good flexible working hours
- Working with a hardworking dynamic team

**To apply for this role, please submit a covering letter and CV to [careers@tyndwrhall.co.uk](mailto:careers@tyndwrhall.co.uk)**