



Receptionist –

Cavan Swimming & Leisure Complex are currently looking for a full time (40 hours per week) experienced Receptionist to work at our busy front desk.

Duties and Responsibilities will include:

- Greeting Members and Customers, completing booking procedures and Memberships for same. An understanding of Windows-based computer system.
- The role requires you to take bookings, payments, and to answer enquires both on the telephone and face to face in a fast pace environment.
- Answering telephones in a timely and efficient manner. Dealing and answering customer queries and complaints.
- Taking payments and balancing financial records. Delivering excellent customer service to all Customers at all times.
- Update all Members and users information on the computer.
- Keep Reception and the Front Area clean and tidy at all times.

Requirements:

- Excellent customer service and communication skills.
- Attention to detail and ability to use own initiative and cope under pressure.
- A proven team player, must be flexible and reliable.
- Receptionist experience (Minimum one year preferred)
- Knowledge of Microsoft word, outlook & database.
- Flexible working hours – to include evenings & weekends.

Job Types: Full-time, Permanent

- COVID-19 considerations: All customers are required to wear a mask, Staff are required to wear a mask. Social distancing.

If you feel you meet the criteria and would like to work with us please forward a cover letter and an up to date CV to –

Email: cavanleisurecentre@hotmail.com. **ONLY.**

Subject: [Receptionist](#)

Applications to be submitted by 21st July 2021.