



Senior Reception Co-ordinator

We are looking to recruit a Senior Reception Co-ordinator to manage the Reception and Administrative functions within the Sports Centre. You will be the first point of contact for all enquiries, and you will provide administrative support to the Sports Centre Team in addition to the co-ordination of bookings and managing our memberships.

To be successful in this role you'll need to be a strong, confident communicator with excellent organisational skills. You will take responsibility for the reception area, working with the Management Team, to maintain procedures and promotional opportunities.

Your customer service skills will be your key strength, along with your IT skills. This is a varied role so you'll need to be able to manage your time effectively, whilst keeping our members and customers as your main focus. Experience of a similar role would be advantageous but is not essential.

If you think you're the person we're looking for, we can offer a generous salary and comprehensive benefits package along with the opportunity of joining a unique, prestigious organisation. We are keen to see staff reach their potential so we can offer development and career progression for the right candidate.

This is a permanent, whole year post, 37.5 hours per week, working a variety of shifts including evening and weekend work as required by the needs of the business.

Salary of £20,000

For an application form and a job description, please visit the Vacancies page on our website www.stonyhurst.ac.uk Please note that CV's and cover letter will be accepted.

Completed applications should be returned to the Recruitment Officer at the College address or via e-mail to recruitment@stonyhurst.ac.uk

The Closing Date for receipt of applications is Monday 13th May