



Reception & Reservations Department Vacancies

We are currently offering a fantastic opportunity for someone to join our front of house team at The Farmhouse or Cobo Bay Hotel, where you will be responsible for both reservations and guest services to ensure that all of our customers receive the highest standards of service and hospitality from the moment they book until they depart, whilst completing a wide range of administrative tasks and procedures to help the smooth day-to-day running of the business.

The Role:

All of our receptionists are expected to gain a strong knowledge and understanding of our hotel amenities, rates, packages and special offers in order to convert as many accommodation enquiries as possible and maximise room revenue. You will also be responsible for sending menus to customers and taking restaurant bookings as well as providing the first point of contact for initial function & meeting enquiries.

The role is split between early and late shifts which are predominantly 7am - 3pm and 3pm – 11pm, each with their own list of responsibilities which must be completed thoroughly and efficiently, including various reports and forecasts, correspondence checks and cash ups.

The Candidate:

We are seeking somebody with a friendly, outgoing personality who is able to multitask, handle pressure and bring a professional, well-organised approach to the working environment. Previous experience of working in a busy hotel reception and reservations department(s) is essential, as are excellent written and spoken English, careful attention to detail and the ability to carry out instructions competently.

The Package & Progression:

The starting salary is £380 per week based on 45 hours over 5 and a half or 6 days. In addition, a monthly loyalty bonus of £50 will be accumulated from April to December and will be payable upon the completion of your contract. You will also receive tips.

Accommodation can be provided with 3 staff meals a day, laundry facilities & WiFi, whilst visiting friends and family can take advantage of preferential rates at The Farmhouse and Cobo Bay Hotels, subject to availability.

Guernsey is one of the warmest, sunniest and safest places in the British Isles, offering a fantastic quality of life just 45 minutes from the mainland. Here you can enjoy 27 different beaches, tax-free shopping, an abundance of independent restaurants, stunning views and many other perks and quirks in just 25-square-miles, as well as day trips to our neighbouring islands and France.