

# Grand Hotel Bellevue London

LOCATED IN THE HEART OF PADDINGTON, *GRAND HÔTEL BELLEVUE* IS A REFINED VICTORIAN HOUSE OFFERING A BOUTIQUE HOTEL EXPERIENCE, PERSONALISED SERVICE, AND A WARM, ELEGANT ATMOSPHERE. WE ARE CURRENTLY LOOKING FOR A DEDICATED FRONT DESK RECEPTIONIST TO JOIN OUR DYNAMIC TEAM AND CONTRIBUTE TO THE DAILY LIFE OF OUR HOTEL.

## MAIN RESPONSIBILITIES :

- GREET AND WELCOME GUESTS WITH PROFESSIONALISM AND WARMTH
- HANDLE CHECK-INS AND CHECK-OUTS EFFICIENTLY
- PROVIDE OUTSTANDING GUEST SERVICE THROUGHOUT THE STAY
- COORDINATE WITH OTHER DEPARTMENTS (HOUSEKEEPING, MAINTENANCE, F&B...)
- MANAGE PAYMENTS, INVOICING, AND DAILY REPORTS
- SUPPORT OVERALL GUEST SATISFACTION AND UPHOLD OUR QUALITY STANDARDS

## PROFILE :

- STRONG INTERPERSONAL AND COMMUNICATION SKILLS
- FLUENT IN ENGLISH (FRENCH IS A PLUS)
- PREVIOUS EXPERIENCE IN HOTEL FRONT DESK IS REQUIRED
- EDUCATION OR DEGREE IN HOSPITALITY IS PREFERRED
- DETAIL-ORIENTED, ORGANISED AND A TEAM PLAYER

## CONDITIONS :

- FULL-TIME OR PART-TIME PERMANENT POSITION
- SALARY BASED ON EXPERIENCE
- SHIFTS INCLUDE MORNINGS, EVENINGS AND WEEKENDS
- POSITION TO BE FILLED AS SOON AS POSSIBLE

## WHY JOINING US?

WHAT SETS US APART FROM LARGER HOTEL GROUPS IS OUR BOUTIQUE SIZE AND PERSONALISED APPROACH. YOU WILL BE JOINING A CLOSE-KNIT, SUPPORTIVE TEAM, WHERE EVERY INDIVIDUAL PLAYS AN IMPORTANT ROLE IN SHAPING THE GUEST EXPERIENCE AND THE SOUL OF OUR HOUSE.