

@ Beacon Fell View Holiday Park, Longridge, Lancashire, England

We are currently recruiting for Administration Team Members

Hagans Leisure Group are delighted to be recruiting for an Administration Team Members to join our busy and growing team at Beacon Fell View Holiday Park, Longridge, Lancashire, England. We are looking for people who are unique, upbeat and friendly. People with a passion for detail, exceptional customer service and that want to be part of a team. We are looking for passionate staff to join our experienced teams. Creating a fantastic service is what we do and we require energetic, focused motivated and flexible people to join our teams.

Duties

- Administering reservations, including taking and amending bookings both face to face and on the telephone
- Responding to email enquiries, bookings and amendments
- Assisting advising and welcoming guests efficiently whilst maintaining excellent customer service at all times
- Following the Companies complaint handling procedure
- Assisting in maintaining a clean and presentable front of house environment
- Assisting in maintaining a clean and presentable environment in other areas such as cloakrooms and rear of house
- Engaging with customers to ensure they feel welcomed and valued
- Assisting in the event of emergencies and following company policy
- Keeping up to date with onsite and company promotions and activities to assist customers
- Ensuring that good hygiene, housekeeping and cleanliness practices are maintained at all times
- Completing job related training
- Being involved and contribute to team meetings
- Carrying out instructions given by the management team and senior management of the Company

Person Specification

- The ability and desire to work flexible and late shifts
- Good PC understanding/knowledge preferably MS Office based applications
- Present with a professional, outgoing and adaptable demeanour
- Demonstrate a flexible approach to their work and be adaptable to the demands of the business
- A clear understanding of and ability to maintain Company confidentiality at all times

Experience

- Experience in administration role but, not necessary as full training will be provided.

Benefits

- Competitive rate of pay
- Pension available
- Fantastic team environment
- Full training, support and coaching

Job Type: Full & Part-time, Seasonal (potential permanent positions available).

If you're up to the challenge, please apply today with your CV to jobs@hagansleisure.co.uk - we aim to get back to all applicants as soon as possible. We look forward to hearing from you!