



BIG BLUE

HOTEL

FOUNDED 2003

Reservations Coordinator

The ideal candidate will have administration and customer service experience although full training will be provided. This position involves converting telephone calls and email enquiries to sales and entering all reservations to a required standard including administrative tasks.

An ability to work as part of a team as well as on your own initiative is essential whilst maintaining at all times the highest levels of accuracy and professionalism.

This is a part time position, covering a seven-day operation.

Job Type: Part-time

Part-time hours: 24 per week

If you are interested in applying for this role, please send your CV to annabelle.skilbeck@bigbluehotel.com