



VACANCY

Sevenoaks Leisure Centre

CASUAL RECEPTIONIST

£7.70 - £8.91 PER HOUR

We are currently looking for committed and enthusiastic team players to work with us in our community based leisure centre in Sevenoaks on the front of house Reception desk.

Your duties are to provide a friendly customer focused service assisting with the day to day operation of the reception facility at Sevenoaks Leisure Centre.

To apply for this role, you will need to be highly motivated and enthusiastic and have an excellent telephone manner as well as a strong focus on customer service delivery. You will have first class communication skills coupled with an understanding of a customer service environment, including an appreciation of the varying needs to enable you to provide a professional yet personal service to our customers.

Previous experience of cash handling and of working in a similar 'front line' reception capacity would also be desirable, although full training will be given. The role will work to a shift rotation including some early morning, evening and weekend hours.

In return for your commitment to providing an excellent service to our customers, we can offer you:

- Good rates of pay
- Free membership to the leisure centre
- Friendly working environment
- Membership of the Company pension scheme

To apply for this position, please send your CV along with a covering letter saying why you are suitable for the post to **sean.williams@sencio.org.uk**

Sencio Community Leisure is committed to being Equal Opportunities Employer.