



Sevenoaks Leisure Centre CASUAL RECEPTIONIST Up-to £9.50 per hour

Are you looking for flexible employment where you get to choose the hours you work?? If so 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.

We have a range of hours available that fit into our shift rota pattern. You may be working hours to cover annual leave and/or sickness plus we also have additional shifts that complement our contracted hours which will include working early mornings, evenings and weekends.

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:

- Free membership to the leisure centre
- Friendly working environment
- Flexible working hours / Great Work Life Balance
- Membership of the Company pension scheme

Sencio Community Leisure is committed to being Equal Opportunities Employer.