

# Vauxhall Recreation Club

## Part-time Receptionist Required

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Attractive benefits package  
Evening and weekend shifts involved  
Approx 20 hours per week

Vauxhall Recreation Club is one of the country's most prestigious private member's clubs providing leisure and conference facilities of the highest standard.

We are looking for an outgoing, committed person to join our small team of receptionists.

Job Role: Ensuring high quality customer care at all times, providing information on the clubs facilities / products and taking booking requirements using our computer system.

The successful applicant will have the following qualities:

- Friendly outgoing personality
- Computer knowledge and keyboard literate
- Experience in cash handling
- Confident telephone manner
- Experience in administration

If the above applies to you, then contact Catherine Wildey on 01582 748236 for an informal discussion and /or an application pack. Alternatively email: [c.wildey@vauxclub.co.uk](mailto:c.wildey@vauxclub.co.uk).

