

# MOOR HALL

CONFERENCE CENTRE

## Receptionist

**£15,900 per annum**

Full-time position for 35 hours per week.

As part of the front desk team you will be working within a busy Reception area, the principle responsibility of this role is to check guests in and out of Moor Hall, efficiently handling our accommodation bookings. Your role will include operating a busy switchboard, answering all external telephone calls and referring them to the correct departments.

The ideal candidate will have previously worked on a busy hotel type reception and will be a competent user of Microsoft Office products with experience of modern switchboard technology. They will have a keen sense of customer service and a friendly, open personality. Team shift rotas currently work on a shift arrangement over 7 days.

## Duty Manager

**£18,000 per annum**

Full-time position for 35 hours per week.

A fantastic opportunity has arisen to join our successful team as a Duty Manager.

The ideal candidate will be experienced in duty management and operations as you will be responsible for ensuring the smooth operation of the day-to-day running of the Conference Centre and on-site services. You will preferably have a Hotel or Conference Centre background.

A very high level of customer service is demanded in this position, you must have a highly professional approach, and be able to make quick and confident decisions.

Team shift rotas currently work on a shift arrangement over 7 days.

**We offer 25 days holiday per year pro rota, private health insurance, Stakeholders contributory pension scheme, free on-site parking and lunchtime restaurant.**

In the first instance, please send your CV via email to [recruitment@cim.co.uk](mailto:recruitment@cim.co.uk) or if you do not have on-line access please post to Human Resources, The Chartered Institute of Marketing, Moor Hall, Cookham, Berkshire, SL6 9QH.

**The deadline for application is Friday, 4th April 2008.**

(No Agencies please).

***Moor Hall Conference Centre is part of The Chartered Institute of Marketing.***



The Chartered  
Institute of Marketing