

Employment Vacancy

Name of Club:- THE CARLTON CLUB

ALC Ref No:- Office Use Only

Job title:- PART-TIME HALL PORTER
(available from 03/01/2023)

Full/part time:- PART TIME
(Mon-Fri)

Location:- ST JAMES'S STREET
LONDON

Duration:- PERMANENT –
available from
03/01/2023

Brief Job Description:-

This is an exciting opportunity to join a successful team at the Carlton Club, one of St James's most prestigious private Members' clubs. We are currently seeking a part-time Hall Porter/Receptionist. The successful candidate will have a friendly, flexible and positive attitude and must be confident in using a variety of computer programmes. Good communication skills are essential.

Hours/week:- 25 hours per week

Wage/Salary:- Salary on
Application

This role will be available from 3rd January 2023

Usual Hours of Work:

- 25h contract;
- working over 5 days per week, Monday to Friday, 4:00pm-9:00pm

Main Responsibilities:

- Supporting the Head Hall Porter and the rest of the team at all times
- Delivering an excellent service to our Members and their Guests. This includes dealing with requests and complaints, checking guests in and out, and taking reservations for dining rooms and bedrooms over the phone in a professional and polite manner

If you are looking for an exciting challenge and would like to join the Carlton Club, please apply with your current CV to find out more.

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