

Receptionist & Visitor Welcome Host

Do you enjoy meeting new people and helping them get the most out of their day? An outdoor lover and a real “people person”? The award-winning Heights of Abraham are looking for friendly, outgoing individuals to join our Visitor Welcome Team.

As the first point of contact for our visitors, those in this Receptionist Host role really are the face and voice of The Heights of Abraham – and ambassadors for this beautiful part of the world. They are key in ensuring each one of our visitors receives a warm, friendly first-class welcome.

This is an exciting new position that encompasses a variety of customer focused elements. The main areas of responsibility are:-

- Answering telephone enquiries from customers
- Booking customers daily tickets as required
- Transferring phonecalls to relevant departments
- Ticket sales and payment processing
- Meeting and greeting customers as they arrive and circulate round the estate
- Other ad-hoc work as required.

Have you got what it takes to hit The Heights?

A smart, professional attitude will be second nature to you. You will have great communication skills, be confident, friendly, approachable, and enjoy engaging with a wide variety of people.

It will be necessary for you to travel by cable car throughout your working day. If needed, you won't be afraid to tuck in and help other visitor-facing departments across the site.

Contract length: This is a seasonal position with contract dates running from May until 31st October 2021.

Hours: Variable daytime shifts available. As a visitor attraction, we're busiest at weekends, school and Bank Holidays. You will be expected to work a significant share of these peak times.

Uniform is provided.

Job Type: Contract

How to Apply:

1. Please download the relevant Job Description and check it carefully to ensure you meet the stated criteria
2. Send your application in by email, and please include a covering letter and your CV highlighting your previous work experiences.
3. Email your application through to team@heightsofabraham.com as soon as possible.

Please don't try and respond via facebook or other social media channels as we may miss your important application. Due to the high number of applications we receive for vacancies, unfortunately, we are unable to respond individually. If you haven't heard from us within a fortnight of the closing date, please consider your application unsuccessful at this time.