

**JOB  
VACANCY**

# CASUAL RECEPTIONIST

## Description:

Coventry Sports and Leisure are looking to recruit casual receptionists that are able to work early mornings, late evenings and weekends as required.

The receptionist will support the company in the provision of a customer focused reception and enquiry handling service.

The successful applicant will be the first point of contact for all internal and external customers. Some duties of this role include telephone calls, bookings, administration and promoting our facilities.

Excellent customer service skills, problem solving and good attention to detail are required in this role, as well as the ability to work independently.

Department:  
Operations

Hours:  
Casual Basis

Rate:  
£6.5099 (topped up  
accordingly to NMW and  
NLW)

Closing Date:  
21<sup>st</sup> April 2017

For more information about the role and an application pack, please visit our website at: [www.coventrysports.co.uk/jobs](http://www.coventrysports.co.uk/jobs)

Coventry Sports Trust is an equal opportunities employer.  
An Enhanced DBS Check may be required for the successful candidate.



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 [www.coventrysports.co.uk](http://www.coventrysports.co.uk)

