



PORT LINCOLN
HOTEL

Casual Receptionist

We are currently seeking a Receptionist to join our busy front office team. In this 'hands on' role, you will be responsible for maintaining the highest standard of customer service and providing efficient operation of hotel accommodation by promoting and selling a variety of packages to cater for a vast range of clientele.

You will also be responsible for multi-tasking, adhering to timelines and working efficiently to achieve tasks, extensive knowledge of our accommodation system and working cohesively in a team environment.

The successful applicant will have:

- Previous experience in a receptionist role
- Exceptional customer service skills
- Excellent communication, interpersonal and time management skills
- Strong team work ethic and attention to detail
- A friendly and outgoing personality

This is a casual role with the potential of full time for the right candidate, working a spread of shifts over a 7 day roster including weekends and public holidays. If you feel you have a 'can do' work ethic and would like to be part of our award winning team, please forward your cover letter and CV to

The Port Lincoln Hotel
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