

the Whistledown hotel

Applications are invited for the following job vacancies:

PART-TIME OFFICE ADMINISTRATOR

Skill Requirements:

* Minimum of 3 GCSE passes at levels A to C, to include English and Maths or equivalent.

* Proficient use of Microsoft Word, Publisher & Excel.

* Previous Administration Experience working in a hospitality environment desirable.

You will be working in a fast-paced office environment and will carry out reception duties in addition to various administrative tasks to include record-keeping, data entry and general office duties. Must have flexibility to work early morning, weekend or evening shifts.

Training will be given. Hours: 25 hours per week.

PART-TIME NIGHT PORTER

The ideal candidate will be flexible in their availability and will be able to cover 2-3 nights per week. The role includes Bar and Room Service duties, Reception duties, hotel security, assisting with set-up of functions and conference rooms and cleaning duties.

Experience of working in a similar role is preferred.

HOUSEKEEPER

The successful candidate will be someone who has an excellent understanding of ensuring the hotel guest-rooms and hotel public areas are kept at the highest standard of quality.

Have the ability to work with initiative and ideally have experience within either a house-keeping or cleaning environment. They will also be required to assist within a team ensuring the efficient and effective running of the Housekeeping Department.

We are an equal opportunities employer. Job Application Forms can be collected at reception or downloaded from the Careers Section of our website and return to:

The General Manager, The Whistledown Hotel,

6 Seaview, Warrenpoint, Newry, Co Down BT34 3NH Tel: 028 4175 4174

www.thewhistledownhotel.com Email: info@thewhistledownhotel.com