



## **CAREERS AT THE WESTPORT HOTEL GROUP**

**Join us if you like working within a friendly and productive team. We offer flexible and short working hours to help facilitate work/life balance, and family arrangements.**

**In return we offer our team:**

- **Competitive Salary**
- **Excellent career progression opportunities within the Westport Hotel Group**
- **In-house training provided by qualified professionals**
- **Employee Assistance Programme and Wellbeing Supports**
- **Free leisure centre membership**
- **Staff and family discounts**
- **Employee Recognition Awards**
- **Free meals on duty**
- **Bike to Work Scheme**

**SALES & MARKETING EXECUTIVE** We are currently looking to recruit an enthusiastic sales & marketing executive to add to our vibrant marketing team. The suitable candidate should have a keen interest in the hospitality sector with a proven track record in identifying new business opportunities and increasing revenues. This is a very rewarding role and will give the candidate great exposure to the sales and marketing function in a hotel group.

**Duties include:**

- Assist the sales & marketing manager with all aspects of a busy hotel sales & marketing operation ·
- Identify, target and generate new leads to secure new business.
- Field & qualify phone calls and email enquiries
- Assist the team in selling, supporting and advising on all aspects of events. ·
- Coordination, promotion, and growth of the properties within the Westport Hotel Group.
- Increasing brand awareness across all mediums.
- Ensure client requests are handled in a timely and personable manner.

**Desired skills & experience**

- Minimum 2 years' experience in a sales / marketing or relevant customer facing experienced role ·Degree or level 8 qualification ·
- Strong digital skills with relevant qualification + creative flair ·
- Excellent organisational skills with the ability to prioritise tasks and manage time effectively ·
- Confident communication and presentation skills ·
- Self-motivator with the ability to achieve set goals & who can work well on their own initiative ·Hands on attitude to getting things done ·
- Proven track record of exceeding sales targets ·Proficient in Excel, PowerPoint, Word, Canva (desirable)
- Experience using hotsoft, or a similar database management system (desirable

## **Sous Chef**

The 4\* family owned Westport Hotel Group is currently recruiting for the role of full time Sous Chef. The Successful candidate will assist the Head Chef in the smooth running of the kitchen. This is an excellent opportunity for the relevant candidate to expand and progress their career in a busy 4\* setting.

### **The successful candidate must meet the following criteria:**

- Have a professional culinary arts or equivalent qualification.
- Excellent working knowledge of Food Hygiene/HACCP.
- Previous experience in a similar role.
- Fluency in both written and spoken English.

### **Requirements:**

- Have a passion for food and food production.
- Be innovative and creative with menus.
- Excellent communication, organizational & planning skills.
- Be Flexible & Adaptable.

## **Pastry Chef-**

**The successful candidate must meet the following criteria:**

- Have a professional culinary arts or equivalent qualification.
- Excellent working knowledge of Food Hygiene/HACCP.
- Previous experience in a similar role.
- Fluency in both written and spoken English.

### **Requirements:**

- Have a passion for food and food production.
- Be innovative and creative with menus.
- Excellent communication skills.
- Good organizational & planning skills.
- Have experience in handling pressurised situations and busy kitchens.
- Be Flexible & Adaptable.

**Restaurant Manager** The Restaurant Manager will oversee the operations in the restaurant ensuring an excellent guest experience with genuine friendly service is delivered every time. The ideal candidate will have exceptional customer service and team leadership skills to successfully run the team.

### **Key Skills and Attributes**

- Ensure smooth running of the restaurant.
- Ability to work well under pressure
- Oversee the activities of all restaurant staff to ensure delivery of service excellence.
- Preparation of weekly rotas
- Have excellent attention to detail
- Ensure that all Food and Beverage products are served efficiently and in accordance with the company standard of presentation
- Positive attitude and excellent communication skills
- Excellent time management skills
- To promote good team relations in the department ensuring fairness and consistency in all dealing with team members
- Experience in a similar role

## Receptionist

### Key Duties and Responsibilities:

- Greet and welcome our guests to the Hotel.
- Register the guests and take payment.
- Answer any queries the guest may have on in house facilities and tourist information.
- Take responsibility for the security of the keys.
- Update all guest information in the computer.
- Take and confirm reservations to our guests.

### Requirements:

- Excellent customer care skills.
- Be able to work on your own initiative.
- Excellent communication skills.
- Be able to cope well under pressure.

### Experience:

- Previous Hotel Front Desk experience is desired for this role.
- Strong communication skills both verbal and written are essential.
- Experience with Hotsoft is desirable and a distinct advantage.

## Food & Beverage service staff

### Responsibilities include:

- Take food and beverage orders
- Serve food dishes according to the menu of the day and the direction of the Manager
- Retrieve and serve alcoholic/non-alcoholic beverages to guest tables according to hotel specifications courteously and efficiently
- Collect payments and assist in the maintenance of the dining area and equipment to the highest standards

The ideal candidate will be proactive with guest needs, have excellent customer service and engagement skills and be flexible in terms of working hours.

**Spa Receptionist** – The ideal candidate will have excellent communication and customer care skills. Previous receptionist experience is desired for this role.

**Spa Attendant** - To ensure the changing rooms and all areas of the spa are always kept clean and tidy to the highest possible standards. You should have a warm, friendly attitude to greet and assist all customers in the spa.

**Spa Therapist (Full Time/ Part Time)** - The ideal candidate will be committed, friendly and customer orientated. ITEC, CIBTAC, CIDESCO qualifications are essential and previous experience in both massage and beauty is required.

**AYURVEDIC Therapist** - We are looking for a qualified Ayurvedic Therapist to join our professional and dedicated team. The qualification we are looking for is Ayurvedic Panchakarma with the benefit of any other holistic treatments.

**Part time weekend wedding / Function Staff** - We are recruiting for wedding function staff. Full training will be provided.

**Day Porter** - The Day Porter will work closely with the Front Desk Staff in providing guest assistance with luggage and any other needs. Flexible hours available.

**Kitchen Porter ( flexible hours )** - Be enthusiastic and hard-working. You will help us deliver the highest health standards and ultimately serve the guests better and quicker.

**Accommodation Assistant** – Flexible daytime hours. The Accommodation Assistant position will enjoy working within a friendly & productive team with excellent attention to detail.