



## **Receptionist / Customer Services Advisor (Full Time)**

Salary: £16,000 - £17,076 Depending on Age

Location: Missenden Abbey

Full Time position

Missenden Abbey is looking for a professional customer service advisor / receptionist to join their successful customer service focused team. This position is full time working 40 hours a week including weekend work.

The right candidate will be required to have a genuine passion for delivering a high level of customer service. Previous experience within a front of house team or a reception environment is desirable. You are required to have excellent presentation and communication skills, you will have meticulous attention to detail, the ability to adapt well to change, and enjoy managing the tasks of front office whilst supporting planning and organising conference and events. You would be required to work well on your own initiative and happy to help drive change and be very comfortable making decisions in a fast-moving and challenging environment.

If you believe you can meet the requirements for this role and would like to become part of this successful team please contact us.

For informal discussions please contact Beth Corteen, Head of Reception on email: [beth.corteen@missendenabbey.ltd.uk](mailto:beth.corteen@missendenabbey.ltd.uk) or call: 01494 866811.