



## **Receptionist/Customer Services Apprentice Position (Full Time)**

Salary: £10,068

Location: Missenden Abbey

Full Time position

Missenden Abbey is looking for an Apprentice to fill our vacant Customer Service Apprenticeship role, 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. 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 organizing conference and events with the Front of House Team. You would be required to work well using 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.