

## CAREERS IN GLENVIEW HOTEL AND LEISURE CLUB.

We are now looking for ambitious, career minded individuals who share our passion for delivering the highest standards of customer service to work in the following areas.

If you wish to apply for any of these vacancies please email your Curriculum Vitae to

[denglish@glenviewhotel.com](mailto:denglish@glenviewhotel.com)

with a cover letter advising position of interest and outlining your relevant experience

including the answer's to:

**Do you live in Co Wicklow?**  
**Do you have your own transport?**  
**Do you require a Work Permit?**

### **Food & Beverage Assistant – Full-time/Part-time positions available.**

**Variable hour's contract could work up to full time hours 5 days over 7 days**

It would be desirable if the successful applicants have some experience in hospitality. Have a passion for customer service whilst serving food & drinks with enthusiasm and flair

Key skills

- Bar / Food Experience
- Fine dining Experience
- Customer Care Experience
- Enthusiasm and willingness to learn
- Ability to work shifts
- Fluent English & excellent communication skills

### **Accommodation Assistant – Full-time/Part-time positions available**

**Variable hour's contract could work up to full time hours 5 days over 7 days**  
**9a.m – 3p.m.**

Required to clean Hotel Rooms and Public areas to a 4\* standard

Key skills

- Cleaning experience
- Must have a good command of English

### **Accommodations Services Manager – full time contract**

The ideal candidate must demonstrate the ability to work well in a team environment and have excellent organisational and leadership skills.

- To co-ordinate the efficient running of the Accommodation Services department, ensuring guest care and comfort.
- To ensure all hotel accommodation including but not limited to hotel bedrooms, public areas and conference rooms are presented to the highest standard of cleanliness and quality.
- To implement and adhere to stock control procedures in your department in particular concerning linen, cleaning materials and toilet requisites

The successful applicant must be fluent in English and have at least two years experience in a Hotel Accommodation Manager role

### **Sales & Marketing Manager – full time contract**

Reporting directly to the General Manager the ideal candidate will possess

- An ability to source, develop and secure new business and nurture existing business
- Excellent communication and organisational skills
- Sales and customer care expertise
- An understanding of revenue, selling and negotiation skills would be essential
- An ability to deliver in conjunction with the General Manager a costed Sales and Marketing Plan
- Conduct on the road sales calls with existing & potential clients
- Experience of sales data and property management systems and a good knowledge of Digital Marketing
- A strategic view and good understanding of the hospitality business.
- Previous experience in a similar position.

### **Duty Manager – full time contract**

We are looking for an ambitious, career-minded individual who shares our passion for delivering the highest standards of customer service. A vacancy has arisen for a Junior Duty Manager position. This role would suit a hospitality graduate that wishes to advance their career in the hotel industry

The purpose of the role is to ensure the smooth running of the Hotel's departments in line with company policy and procedures. Ensuring guest needs are anticipated and sales maximised.

Key skills required

- An ability to maintain and manage consistently high standards of service in all department of the hotel

- Experience working in a similar style property
- Strong leadership skills
- Excellent guest relations skills
- Excellent knowledge of Food and Beverage
- Excellent communication skills
- Excellent guest relations skills
- Be responsibility for Duty Manager Shifts
- Be fluent in English

### **Receptionist – Full time contract**

The purpose of the job is to anticipate customer needs and to satisfy same through delivery of high standards of customer care as required by company policy.

The ideal candidate must have at least 1 years Hotel Front Office experience.

#### Key skills required

The ideal candidate must have:

- At least 1 years Hotel Front Office experience.
- Must be IT literate and Microsoft Office and Opera experience essential or any other Hotel Reception operating system
- A friendly and helpful disposition

### **Beauty Therapist – Variable hours contract**

We are looking for a beauty therapist required to work hours as per business needs in the Haven, our Beauty Treatment & Therapy room

The ideal candidate must have at least 1 year's experience in a similar role

#### Responsibilities include:

- Welcoming guests/members and ensure they receive a professional, luxurious beauty treatment
- To maintain a high standard of hygiene and cleanliness in the therapy room
- To constantly endeavour to provide a high standard of customer service, and to drive to improve the customer's experience

Treatments include body treatments, massage (essential), facials, make up, nails, waxing, tinting, eyebrow shaping etc

The successful candidate will have a recognised qualification – experience of the Dermalogica skincare system is an advantage

### **Commis Chef – Variable hours contract**

Reporting directly to the Head Chef , you will be working in a busy 4\* Hotel environment. Must have at least 1 year's experience in Commis Chef role.

Key skills required

- Culinary Skills
- Fine Dining,
- Basic cooking
- Food Prep

### **Store Person – Variable hours contract**

The purpose of the job is to manage the back of house area. It includes receiving and recording deliveries, monthly stock taking, stock control and to maintain and keep clean the back of house area.

The ideal candidate must have 1 year's experience in a similar role

Key skills required

- Experience in stock control
- Have an ability to communicate effectively
- Be self-motivated
- Be standards-driven with a keen eye for detail.
- Ability to use own initiative
- Be IT literate
- HACCP trained an advantage

### **BENEFITS OF JOINING OUR TEAM:**

- Leisure Club Membership
- Meals on duty
- Uniform
- Educational Assistance
- Employee Rewards
- Employee discount
- Referral scheme
- Bike to work scheme
- Ongoing Training
- Career path
- Contributory VHI Scheme