

Monday - Friday, 10am - 6.30pm

**Job description:**

Become a Receptionist at Pitch Dublin! 🚩

We're seeking a motivated and enthusiastic Receptionist for our new Dublin location. This role is ideal for an ambitious individual eager to grow and develop within a fast-paced, expanding business. If you possess additional skills and interests you'd like to explore and apply, we encourage you to join our team and shape your career with Pitch.

**Your Responsibilities:**

- Warmly welcome members and guests, providing a personalised and friendly check-in experience
- Professionally manage all incoming calls, showcasing excellent communication skills
- Respond promptly to email inquiries, offering accurate and helpful information
- Efficiently handle casual bookings and payments, maintaining an organised process
- Sign for deliveries and keep the reception area clean and tidy, reflecting Pitch's dedication to excellence
- Consistently uphold the Pitch experience, contributing to our lively and engaging atmosphere

**Desired Experience and Qualifications:**

- A friendly, positive attitude with a passion for delivering outstanding customer service
- Previous experience in a reception or front-of-house role is beneficial but not required
- Strong organisational skills and the ability to effectively prioritise workload
- Exceptional written and verbal communication skills, demonstrating attention to detail
- Eagerness to learn, grow, and contribute to a dynamic, fast-paced environment
- Experience or interest in managing digital marketing efforts to promote events and the Pitch brand.

Expected Start Date: September 5th, 2024

Job Types: Full-time, Part-time

Additional pay:

- Tips

Benefits:

- Bike to work scheme
- Company events
- Company pension
- Employee discount
- Food allowance
- Sick pay
- Store discount
- Wellness program

Schedule:

- 8 hour shift
- Monday to Friday