

Receptionist

Manchester Central Convention Complex

Manchester Central is an award-winning venue in the heart of one of Europe's most vibrant cities; our vaulted arches and station clock have made our venue an iconic city feature for more than 140 years.

Our experienced team of professionals lead the industry with unrivalled service standards to help our clients create engaging, memorable experiences at events of all shapes and sizes.

Your Role

Competitive salary £18,720pa / 1560 hours annualised (working on average 30 hours per week) / 25 days holiday plus bank holidays pro rata / contributory pension scheme / discounted car parking

Reporting directly to the Senior Services Manager, this role is working on a permanent, part time basis.

Your duties and responsibilities will include but are not limited to:

- Meeting and greeting visitors to Manchester Central ensuring all are welcomed in a friendly and professional manner
- Providing a comprehensive information service to the venue's diverse customer base
- Working closely with Event Managers to fulfil any pre-event Concierge services that clients may have prior to arrival, and assist internal customers (i.e. colleagues) with ad-hoc support requests.

The ideal candidate will have:

- Previous customer service experience
- A background in concierge or equivalent role, preferably within the events or hospitality industry
- An in-depth knowledge of Manchester as a tourist destination

You must have:

- A passion for delivering excellent levels of customer service
- Enthusiasm and drive to succeed
- The ability to work flexibly

Apply

To apply for this exciting opportunity, please send a CV and covering letter:

Ref: Receptionist

FAO: HR Team

Email: careers@manchestercentral.co.uk

Manchester Central is an equal opportunities employer. All applicants who meet the essential criteria and identify as having a disability in their covering letter will be guaranteed an interview.

Job Description

Receptionist

Salary:	£18,720pa
Hours:	1560 annualised – Hours are dictated by events but average 30 hours per week
Working pattern:	Monday to Sunday, evenings, weekends and Bank Holidays where required.
Location and business area:	Manchester Central Convention Complex - Events
Aim of the role:	To welcome visitors to Manchester Central, supporting them by providing an information service for the venue and local Manchester area, building visitor profiles based on past needs and pre-empting future needs, in order to encourage visitors to return.
Directly responsible to:	Senior Services Manager
Directly responsible for:	N/A

Main areas of responsibility

- Proactively greeting visitors in a friendly, polite and courteous manner, seeking opportunities to assist in order to ensure that all visitors enjoy a positive experience.
- Proactively provide advice, directions and relevant information as necessary based on knowledge of events within Manchester Central and local Manchester area, to ensure that all visitors are welcomed and supported.

- Be familiar with our network of preferred restaurants, hotels, museums etc., proactively monitoring feedback and reviews.
- Making bookings and reservations for e.g. taxis on behalf of visitors as required, and complete administrative duties as required.
- Handle visitor complaints, escalating to the appropriate manager where necessary, while retaining ownership and liaising with the complainant until a suitable conclusion has been reached.
- Supporting security and evacuation processes, by clearly communicating procedures and issuing passes in line with agreed processes, to support the safety of all visitors and staff on site.
- Supporting Health and Safety processes, ensuring that any issues are reported as appropriate, including any Maintenance issues.
- Actively check desks, foyers and toilets for cleanliness and maintenance issues
- Working closely with Event Managers to fulfil any pre-event Concierge services that clients may have prior to arrival, and assist internal customers (i.e. colleagues) with ad-hoc support requests.
- Proactively seeking feedback and make recommendations to the Event Managers where necessary in order to continually improve the Concierge service.
- Actively promoting the services available at the business centre, providing cover as required.

About us:

Our purpose is to connect people, ideas, and business through meaningful and rich experiences.

Our customers choose Manchester Central because of the experiences we help them to create. We help them to make something happen – the energy and connection that creates memories.

We help them to grow their businesses – connecting with their customers, partners, suppliers, and employees. We bring people together to share ideas and make plans. We pay attention to the details so our clients can pay attention to their guests. What makes us different is the creativity, professional delivery expertise and passion of our team.

The qualities of our people:

Our people are pretty fabulous. They really love our industry, our customers, and what we do. We have high expectations of each other and live up to the standards we've set.

The people who are happiest working for us want to get stuck in and make things happen for a great purpose. They want the challenge of a fast pace, lots of energy and a great team to work with.

We are a special group who have chosen to work together, and we share these characteristics:

- **Expert & specialist**
We're highly respected and super proud of our level of expertise – making the complexity of what we do look effortless.
- **Flexible**
We're all about innovation and trying new ways to create experiences for customers. We're really flexible to meet our customers needs.
- **Positive and energetic**
There's a great energy across the business and sense of teamwork - it feels like a family. We have fun at work and there's plenty of social activity.
- **Ready to grow**
Careers are important to us too – some of our senior leaders started out as team members and then progressed their careers.
If people move on from working with us, they'll always have improved their skills and experience along the way.
- **Committed**
Our people show huge levels of commitment for our customers, and they're determined to get the job done. Events always build up to a crescendo of activity, so it's not always easy. Even when there's pressure it's still a great place to work.

We have a Code of Conduct sets out the right way to do business at Manchester Central. The reputation and integrity of our business is based on all of the decisions we've made, the way we manage our business and what we deliver. These actions and decisions have built up the trust we've earned with our customers, suppliers, communities and colleagues.

Our people pay attention to respect in our workplace, doing the right thing and safeguarding our company and each other.

Person Specification

Experience		
Customer services or customer facing role	✓	
Experience as a Concierge or Receptionist		✓
Business telephone system		✓
Visitor system such as Sky Visitor		✓
Knowledge		
Current and detailed awareness of the venue and surrounding area	✓	
Basic knowledge of Microsoft Office, including Outlook, Word and Excel		✓
Skills		
Communication	✓	
Customer Service	✓	
Planning and prioritisation	✓	
Personal Attributes		
Enjoys working in a fast-paced environment	✓	
Self-motivated but with the ability to work as part of a team	✓	
Passion for delivering excellent levels of customer service	✓	
Enthusiasm and drive to succeed	✓	
Respectful of a diverse range of people	✓	
Ability to demonstrate sensitivity, diplomacy and tact	✓	
Ability and preparedness to work flexibly	✓	