**POSITION:** **Accommodation & Reception Officer**

**EMPLOYER:** Foyle International Ltd, Magazine St, Derry/Londonderry

**HOURS:**  Full -time (35 hours per week)

**SALARY:** £16,000- £18,000 (Depends on experience)

**JOB SUMMARY:**

To be the central contact and organise all accommodation bookings to our school. You will organise all transfers and arrrivals in conjuction with your accommodation role. You will have a job share role for reception welcoming and greeting students and vistors to the school.

**ESSENTIAL CRITERIA:**

* English & Maths GCSE grade C or above
* Administration Experience ( 2+ years)
* Experience working in an extremely busy office environment
* Proven experience working in a customer service focused role
* Good communication skills (oral and written)
* Flexibility and adaptability
* Problem-solving skills

**DESIRABLE CRITERIA**

* Proven experience working in the Accommodation field
* Experience working with International visitors
* Prior international living and/or intercultural experience and multi lingual ability

**TO APPLY**

To apply for the above position you will be required to sumbit your CV and a cover letter which clearly indicates why you are suitable for the role advertised.

Completed Applications must be e-mailed to [yvonne@foyle.eu](mailto:yvonne@foyle.eu)

**Closing date for applications is Friday 28th February @ 12 NOON**

*Foyle International is an Equal Opportunities Employer and welcomes all applications irrespective of gender, religion, political opinion, sexual orientation, race, age, marital status or disability*