



Reservations Co-ordinator

An exciting opportunity has arisen for an experienced, determined and enthusiastic Reservations Co-ordinator to join the team at Swinton Park.

The successful applicant will be required to take, co-ordinate and communicate bookings for the Hotel, Spa, Country Club, Cookery School, Bivouac glamping site and all related activities such as dining and additional estate activities. You will need to ensure that all guests are dealt with in a consistently professional, courteous and timely manner and to assist with all aspects of administration across the Sales and Marketing department ensuring the efficient and effective operation of the office.

This role requires a flexible approach to working hours and will include evenings and weekends.

We are looking for:

- Previous experience in a similar hotel environment
- A cheerful and positive personality
- Outstanding attention to detail
- Good computer skills and knowledge of hotel reservations systems
- Excellent attention to detail
- Excellent time management and organisational skills
- A responsible and detail oriented approach to tasks
- Ability to work alone or as part of a team
- Ability to work under pressure and to deadlines
- Good spoken and written English

Package description

As well as excellent training, development and progression opportunities, other benefits for successful candidates include:

- Competitive Salary
- 30 days annual leave (including bank holidays) increasing with service
- Summer Party, Christmas Party, Long Service Awards
- Eligible team members will benefit from a NEST pension scheme
- Complimentary meal when on duty
- Refer a friend scheme
- Full Uniform
- Free Car Parking
- Up to 50% discount in our restaurants
- Up to 50% discount on Spa Treatments
- Friends and Family discounts on overnight accommodation
- Learning & Development opportunities to grow and progress through our business

**About the company**

Swinton Estate in the Yorkshire Dales is one of the largest privately owned estates in England. At its hub, Swinton Park is a luxury castle hotel with fine dining, cookery school, country club, spa and extensive grounds. The estate has been owned by the Cunliffe-Lister family since the 1880s and is the ancestral seat of the Earls of Swinton. Rooms are furnished with antiques and family portraits so guests enjoy an authentic stately home experience with the warmth and grandeur of a traditional English Country house. Needless to say, the standards of service are excellent, discreet but far from stuffy, in recognition of which the hotel has enjoyed wide acclaim and many awards.

To apply, please send you CV to hr@swintonestate.com.