



Mardyke Arena

UNIVERSITY COLLEGE CORK

Job Title: Receptionist

Location: Mardyke Arena, University College Cork (UCC)

Job Summary:

The Mardyke Arena UCC are currently seeking applications for the position of a full time Receptionist. The role is critical in supporting the efficient operation of the centre by providing a professional reception service and first point of contact for all users of the centre.

This position is in a customer driven environment and flexible hours are required, including evenings and weekends.

Reporting Lines

- Business Revenue Manager

The role will be responsible for:

- Front of House Reception cover.
- Taking bookings for the indoor sports facilities, ensuring accurate bookkeeping and time/space management at all times.
- Receiving payment and issuing receipts for the use of sports facilities.
- Handling card payments and performing daily reconciliation at the end of the day.
- Undertaking the correct banking procedure and weekly summaries ensuring an accurate record is produced weekly to the finance department.
- Dealing with all queries regarding memberships, courses, classes, bookings, and other general information whilst always ensuring the highest standards in customer service.
- Helping the growth of our membership base, updating membership applications.
- Excellent IT skills (Word, Excel, and Access).
- Strong people skills.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as needed to ensure the smooth running of the company.

What we offer:

- Competitive Salary
- 20 Days paid annual leave (pro-rata).
- 3-Bonus Paid Days at Christmas
- Generous Company Pension Scheme
- 30 Days Paid Sick Leave Annually
- Paid Lunch Breaks
- Sunday & Bank Holiday Allowances
- Membership of the Arena Facilities
- Ongoing Training and Career Development
- Staff Uniform Provided
- Staff Parking
- Staff Reward & Recognition Programme

Application Process:

Interested candidates should submit a CV and cover letter outlining their qualifications and experience relevant to this role to lizmahr@ucc.ie on or before Monday the 30th of September.

Mardyke Arena UCC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.