



CLUB RECEPTIONIST: CASUAL

EXPRESSIONS OF INTEREST

The University Club of Western Australia requires a casual Club Receptionist to join its dynamic Membership & Marketing team.

Shifts will be on an occasional basis, to cover sick leave and annual leave. Occasional weekend shifts may also be available.

As the first point of contact for all Members and guests visiting The University Club, you will be responsible for the delivery of exceptional frontline client services, as well as administration for the Club's Membership and Marketing Department.

Duties and responsibilities will include responding to guest queries, answering phone calls and directing calls, updating databases, completing mail-outs, and other admin duties as required.

The successful applicant must possess the following:

- Exceptional customer service
- Good computer skills
- Professional written and verbal communication
- Attention to detail
- Flexible availability

For further information, or to apply, please contact:

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Human Resources Manager
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