



Receptionist

Permanent

Full-Time

Location: Euxton Training Facility

Wigan Athletic Football Club is looking to recruit a full time Receptionist to deliver a high-quality reception service to the training facility in Euxton through the effective delivery of all reception procedures.

You will:

- Greet and direct staff and visitors attending events at the training ground in a polite, prompt and efficient manner
- Anticipate customer needs whenever possible to enhance the customer journey and experience
- Handle the incoming and outgoing post and deliveries in line with company guidelines
- Keep the reception area tidy at all times
- Open and close the facility in line with company procedures when required

The successful candidate will have:

- Previous experience of working as a receptionist
- GCSE's or equivalent in both English and Maths (A*-C)
- Experience of working with the general public, face to face and on the telephone
- A proven track record of delivering quality customer service

To apply for the position please complete the application form detailing how you meet the criteria for the role. Please return your completed application to jobs@wiganathletic.com or to HR, Wigan Athletic, DW Stadium, Loire Drive, Wigan, WN5 0UZ.

Closing date: 15th September 2019

The group is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The group is committed to safeguarding all children, young people and adults at risk involved in its activities and events. The group recognises its responsibility to safeguard the welfare of these vulnerable groups by a commitment to procedures to protect them. The group expects all staff and volunteers to fully support and promote these commitments.