

## **Reservation Specialist**

The Inn at Glenora Wine Cellars is looking for Front Desk/Reservation Specialists position for their 30-room luxurious Inn. Qualified candidates must have excellent customer service skills; be able to effectively and professionally communicate over the phone, in person and through the internet/e-mail; have the ability to multi-task efficiently; and can offer a good basic knowledge of computer skills including Microsoft Office. Also, must be willing to work a flexible schedule. Hospitality experience in reservations, front desk and/or banquets is a plus but not a requirement.

Positions are open immediately, including days, evenings and weekends.

Job Type: Part-time

Pay: \$14.25 per hour

Resumes are accepted but not required.

Email [missy@glenora.com](mailto:missy@glenora.com)