

The Inn at Glenora Wine Cellars

Position: Overnight Front Desk/Reservation Specialist

The Inn at Glenora Wine Cellars is looking for an Overnight Front Desk/Reservation Specialists position for their 30-room luxurious Inn. The Inn at Glenora Wine Cellars is located in Dundee, New York, just 8 miles north of Watkins Glen on the west side of Seneca Lake. In addition to the Inn, there is an upscale 125-seat restaurant, where we also have weddings and special events, and a winery retail shop on the beautiful 40-acre campus.

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. Must be willing to work a flexible schedule. Hospitality experience in reservations, front desk and/or banquets is a plus but not a requirement. Overnight Position is open immediately.

Job Type: Part Time