



Reservations Temp

Inception Group is a fun, creative and dynamic company founded in 2009. The company operates a group of unique bar, restaurant and club concepts in South West and Central London.

We are looking to recruit a Reservations Temp to join our team. The position would be starting immediately and is a full time role working remotely as well as from the office.

Experience in hospitality, reservations or sales is preferable but a bright, driven, articulate and enthusiastic personality is essential for the right candidate. An excellent phone manner is a must. Knowledge of Seven Rooms would be preferred.

Duties will include but are not limited to:

- Handling all booking enquiries via telephone and email
- Generating additional bookings for all venues tables/guest lists/private bookings
- Ensuring that all bookings are directed to Inception venues
- Accurate recording of customer data and utilisation of our reservations software
- Ensuring that you inform clients with accurate information and keeping abreast of any changes in price or content to food and beverage menus
- Being aware of all special offers, party packages and special events and informing and up selling to customers accordingly.
- Knowledge and utilisation of the brand language and style for all Inception venues
- Attending all venues for a shift on site at least once a month

If you think you have the upbeat personality and customer service skills for this role please send your CV to Mischka Fogel via mischka@inception-group.com