

Location: Hayling Island, Hampshire

Hours: 32 hours/week across 4 days – Monday, Tuesday, Wednesday & Friday

Salary: Competitive (discussed at interview)

Benefits:

- Full use of Club facilities
 - Annual staff bonus
 - Free on-site parking
 - Discounted food & beverages
 - Access to sailing and powerboat lessons
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About the Role

We're looking for a friendly, organised, and proactive Receptionist to be the welcoming face of Hayling Island Sailing Club. If you love helping people, enjoy working in a vibrant coastal environment, and thrive in a busy front-of-house role, this could be the perfect fit.

As our receptionist, you'll be the first point of contact for members and visitors, ensuring every interaction is warm, helpful, and professional. You'll play a key role in keeping our operations running smoothly, supporting both the office and management teams.

Who We're Looking For

Essential Qualities:

- A naturally friendly and helpful personality – a true “people person”
- Willingness to go the extra mile for members and guests
- Organised, tidy, and reliable
- Confident using a PC and basic office software

Desirable Experience:

- Previous administrative or customer service experience
 - An interest in or understanding of sailing (not essential but a bonus!)
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Key Responsibilities

- Greet members and visitors, answer queries in person, by phone, and email
 - Manage bookings for accommodation, training, and events
 - Handle payments and reconcile the till at the end of each day
 - Support the House Manager with customer accounts and table plans
 - Maintain lost property records and liaise with members
 - Distribute incoming post and scan/file health & safety documents
 - Use the tannoy system to make announcements
 - Prepare menus, notices, and letters
 - Monitor the Club's access
 - Assist with DBS checks for staff and volunteers
 - Order and stock-check stationery and first aid supplies
 - Provide general admin support to the wider office and management team
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Additional Info

Applicants must have the right to live and work in the UK, a valid passport, and a current driving licence. We actively encourage professional development and offer opportunities to grow within the team.

Ready to apply or want to learn more?

We'd love to hear from you! Join a friendly, active team in a beautiful coastal setting and be part of a club that values community, service, and the joy of sailing.

Email your CV and cover letter to: general.manager@hisc.co.uk