

Employee Requisition Form

Position to Be Filled: Front Desk Agent – part time

Purpose: The Front Desk Agent greets and registers guests, providing prompt and courteous service; checks guest in and out of the Hotel; resolves guest challenges; promotes Hotels services and amenities.

Required Qualifications / Essential Duties:

- Greets customers with a friendly and sincere welcome. Uses a positive and clear speaking voice.
- Completes the registration process by inputting and retrieving information from the computer system. Selects appropriate room based on guests needs. Codes electronic keys. Handles cash and credit cards accurately and discreetly.
- Promptly answers telephone. Inputs message and advises other associates of special guest needs. Retrieves mail or other special items for the guests.
- Ensures rooms and services are correctly accounted or within the guest's statement. Assists guests with check out payments or charges.
- High School Diploma or GED
- Prior customer service preferred
- Prior cash handling experience preferred
- Must have computer experience
- Excellent verbal and written communication skills.

Reports To: Front Desk Lead

Starting Rate of Pay: D.O.E

Approximate Hours: less than 29

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
kam

Date Posted