

Employee Requisition Form

Position to Be Filled: Guest Service Representative

Purpose: Provide exemplary customer service to the Guests of the Tachi Palace Hotel & Casino by greeting and registering guests with Premiere Club Cards, providing prompt and courteous service, promote Premiere Club services and amenities.

Required Qualifications / Essential Duties:

- Greets customers with a friendly and sincere welcome. Uses a positive and clear speaking voice
- Solicits new members to the Premiere Club by promoting services and amenities while walking throughout the gaming floor.
- Enter data into assigned database using alphabetic, numeric, or other designated order or sequence
- Compare data entered with source documents to detect errors
- High School Diploma or GED required
- Minimum 6 months of data entry experience
- Minimum 1 year experience in customers service

Reports To: On site Supervisor/Manager

Starting Rate of Pay: D.O.E

Approximate Hours: 40

Date Needed: ASAP

Filling Deadline: Open Until Filled

Human Resources Representative
kam

Date Posted