

Employee Requisition Form

Position to Be Filled: Front Desk Agent (SI)

Purpose: Provide prompt and courteous service, greeting and registering guests, checks guests in and out of the hotel and promotes hotel services and amenities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist guest with check out payments or charges
- Completes the registration process by inputting and retrieving information from computer system.
- Selects appropriate room based on guest needs. Handles cash and credit cards accurately and discreetly
- Greets customers with a friendly and sincere welcome, using appositve and clear speaking voice
- Promptly answers the phone to resolve any guest inquiries
- Prior customers service and cash handling experience preferred
- Excellent organizational skills
- Ability to interpret policy, procedure and data
- Any other duties as assigned

Reports To: Lead Front Desk Agent

Starting Rate of Pay: D.O.E

Approximate Hours: 24

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
rp

Date Posted