



Employee Requisition Form

Position to Be Filled: Guest Service Representative

Purpose: Responsible for greeting and registering guests with Premiere Club Cards, providing prompt and courteous service, promote Premiere Club services and amenities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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.
• Adhere to all safety rules and requirements.
• Perform duties within time standards set by management.
• Ensure compliance with all Human Resources policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
• Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department
• High school diploma or general education degree (GED) required.
• Minimum 6 months of data entry experience.
• Minimum 1 year experience in customer service.
• Bi-lingual helpful (Spanish/Philippine).
• Any other duties as assigned.

Reports To: Guest Service Supervisor
Starting Rate of Pay: D.O.E
Approximate Hours: Part-time
Filling Deadline: Open Until Filled

