



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:
Starting Rate of Pay:
Approximate Hours:
Filling Deadline:

Guest Service Supervisor
D.O.E
Full-time / Part-time
Open Until Filled

