

Front Desk Agent



usa.arilson@gmail.com
Phone :
Web :

Job Summary

Vacancy :
Deadline : Jan 01, 1970
Published : Dec 24, 2024
Employment Status :
Experience :
Salary :
Gender :
Career Level :
Qualification :

Job Description

Job Overview: We are seeking a professional and friendly Front Desk Agent to join our team. The ideal candidate will be responsible for providing exceptional customer service to all guests and visitors. **Duties:-** Greet guests and provide them with a warm welcome- Check guests in and out efficiently- Answer phone calls and direct them appropriately- Assist guests with inquiries and provide information about the hotel and local area- Handle reservations and cancellations- Process payments and maintain guest accounts- Ensure the lobby area is clean and presentable at all times **Experience:-** Previous experience in hospitality management or front desk operations is preferred- Proficiency in using phone systems and other office equipment- Strong knowledge of hotel management practices- Excellent customer service skills with a focus on guest satisfaction- Ability to communicate effectively with guests and team members- Bilingual skills are a plus- Experience with night audit procedures is advantageous If you are looking to be part of a dynamic team in the hospitality industry, possess excellent communication skills, and enjoy providing top-notch service to guests, we encourage you to apply for the Front Desk Agent position. **Job Types:** Full-time, Part-time **Pay:** \$15.00 - \$18.00 per hour **Expected hours:** 60 – 80 per week **Benefits:** 401(k) Dental insurance Employee discount Flexible schedule Health insurance Paid time off Vision insurance **Schedule:** 8 hour shift Day shift Evening shift Morning shift Night shift Overnight shift **Ability to Relocate:** Jacksonville, FL 32218: Relocate before starting work (Required) **Work Location:** In person

Education & Experience

Must Have

Educational Requirements
