

# Front End Associate



usa.arilson@gmail.com

Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Jan 01, 1970

Published : Dec 24, 2024

Employment Status :

Experience :

Salary :

Gender :

Career Level :

Qualification :

## Job Description

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**Job Overview:** We are seeking a highly motivated and customer-oriented individual to join our team as a Front End Associate. As a Front End Associate, you will be the first point of contact for our guests, providing exceptional customer service and ensuring a positive experience from check-in to check-out.

**Responsibilities:** - Greet guests in a friendly and professional manner, providing a warm welcome upon arrival - Assist guests with check-in and check-out processes, ensuring accuracy and efficiency - Handle guest inquiries and resolve any issues or complaints promptly and courteously - Provide information about hotel amenities, services, and local attractions - Maintain a clean and organized front desk area - Manage reservations and room assignments accurately - Process payments and maintain accurate records - Collaborate with other hotel departments to ensure guest satisfaction - Perform night audit duties as required

**Skills:** - Previous experience in hotel management or hospitality is preferred - Bilingual skills (English/Spanish) are an asset - Strong communication and interpersonal skills - Excellent phone etiquette and customer service abilities - Ability to multitask and prioritize tasks effectively - Detail-oriented with strong organizational skills - Proficient in computer systems and hotel management software

At our company, we value our employees and offer competitive compensation packages. Join our team today and enjoy the following benefits: - Competitive pay rates - Opportunities for career advancement within the company - Ongoing training and professional development opportunities

If you have a passion for providing exceptional customer service in a fast-paced environment, we would love to hear from you. Apply now to join our team as a Front End Associate!

**Job Type:** Full-time  
**Pay:** \$16.00 - \$17.00 per hour  
**Expected hours:** 35 – 40 per week  
**Benefits:** 401(k) Dental insurance Employee discount Flexible schedule Health insurance Paid time off Referral program Vision insurance  
**Schedule:** Day shift Evening shift Holidays  
**Ability to Commute:** West Palm Beach, FL 33406 (Required)  
**Ability to Relocate:** West Palm Beach, FL 33406: Relocate before starting work (Preferred)  
**Work Location:** In person

## Education & Experience

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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