

Guest Service – Luxury Hotel (Miami Beach, FL)



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Jan 24, 2025

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Full job description

We are looking for highly organized candidates with excellent people skills for the position of a guest service representative. Guest service representatives are responsible for providing front desk services to guests, undertaking various administrative duties, and diffusing conflict or tension in hotels, among other duties. The best guest service representatives will have tremendous patience when dealing with guests and accommodate their every need with enthusiasm and poise. **Responsibilities:** Greeting guests upon arrival and making them feel welcomed. Administering check-ins and check-outs. Providing front desk services to guests. Assigning rooms and taking care of administrative duties. Delivering mail and messages. Processing guest payments. Coordinating with bell service and staff management. Being a source of information to guests on various matters such as transport and restaurant advice. Processing meal and beverage requests. Accommodating general and unique requests. Diffusing conflict or tense situations with guests. CCI is an EEO Employer. All team Members are empowered to be Leaders. We offer health benefits and each position offers unique incentives for providing an amazing customer experience.

Education & Experience

Must Have

Educational Requirements
