

# Hotel Front Desk Receptionist



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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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Comfort Inn and Suites Marianna FL has an opening for a Front Desk Clerk who is available to work all shifts (7a-3p,3p-11p,11p-7a). Weekends required. Must have open availability and flexibility to work various shifts throughout the week. This is a floater position. Please do not apply if you do not have open availability. Welcome guests in a friendly, prompt and professional manner. Register guests, issue room keys, provide information on hotel services and room location. Answer phones in a prompt and courteous manner. Accurately process all cash and credit card transactions in accordance with established procedures including but not limited to posting all charges, completing cashier and other reports, preparing deposit, and counting/securing assigned bank. Respond appropriately to guest complaints. Make appropriate service recovery gestures in order to ensure total guest satisfaction. Make and confirm phone and online reservations. Keep records of occupied rooms and guests. Communicate pertinent guest information to designated departments. Maintain all paperwork as required for your shift, including checking credit cards for validity and acceptability, responsibility for cash drawer balancing, proper registration accuracy and completeness.. Communicate with Housekeeping and Maintenance on all problems. Periodically cleaning and maintaining your work area. Qualifications: Previous experience in front desk service, or other related fields, preferred. Ability to build rapport with guests. Strong organizational skills, computer skills, decision making ability. Excellent written and verbal communication skills. Must have open availability able to work 7am -3pm and 3pm-11pm shifts, Holidays and Weekends. Apply here and once reviewed you may be contacted for an interview. Job Type: Full-time Pay: From \$13.00 per hour Benefits: Employee discount Schedule: 8 hour shift Evening shift Morning shift Overnight shift Weekends as needed People with a criminal record are encouraged to apply Education: High school or equivalent (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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