



Job title	<i>Front Desk Agent (Hotel)</i>
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Duties and Responsibilities

- Possess a natural social nature
- Carry on a conversation with poise and confidence
- Works well under pressure, with ability to multi-task
- Maintain a high degree of ethics and integrity
- Possess excellent internal and external interpersonal skills and polished telephone etiquette. Commitment to increasingly higher standards
- High level of computer proficiency is a must (Maestro a plus)

Job Skills/Requirements/Qualifications

- Ability to work a flexible schedule to include weekends, evenings and holidays.
- Ability to effectively communicate with all team members
- An enthusiastic, positive demeanor and desire to provide exceptional guest service
- Background Check
- Drug Screening

Working conditions/Physical Requirements

This position needs to be able to stand for extended periods of time.
