

Front Office Associate

Job Title: Front Office Associate

Department: Front Office

Reports To: Front Office Manager

Purpose:

To create 100% guest satisfaction by maintaining smooth and efficient operation of front desk processes.

Requirements:

- Minimum one year experience in front office
- High school diploma required
- Strong computer systems skills including reservations and reporting systems
- Excellent communication skills
- Able to collaborate effectively with other hotel employees and managers to ensure teamwork
- Strong Microsoft Office suite and reporting system skills
- Ability to work a flexible schedule

Expected CTC: 20 to 22K Gross per month