



FRONT DESK – Guest Services Agent

The Guest Services Agent is responsible for overseeing the front desk operations. Greeting and assisting guests and processing check-in/out transactions. Must be able to work independently and have strong problem resolution skills.

Skill Requirements:

- Welcome and register guests expeditiously.
- Provide information to guests as needed.
- Be the face of the hotel on arrival and offering a fond farewell on departure.
- Provide excellent guest services assisting guests with their needs or resolving issues.
- Be knowledgeable in all hotel emergency procedures.

Job Requirements:

- Applicants must possess excellent customer service and computer skills
- Applicants must be able to work flexible schedule along with Overnight Shifts
- Applicants must be able to work Saturdays, Sundays and Holidays
- Must be detail-oriented and able to work alone

**Email your resume to Andrew Power –
power@cornwallramada.com**