

Hotel Front Desk (Indianapolis)



Location **Indiana**
<https://www.genclassifieds.com/x-315508-z>

Hotel is in need of a Front Desk Clerk.

1st shift position (7 am - 3 pm)

2nd shift position (3 pm - 11 pm)

Night Audit position (11pm - 7am)

Position responsibilities include:

Checking guest in out of the hotel

Taking care of checklist and overseeing guest needs

Delivering great customer service and troubleshooting

Working with management and sales team on guest satisfaction and sales efforts.

Act as Manager on Duty in the absence of the General Manager

Requirements:

Candidate must have Hotel experience.

Great customer service experience required.

Must be flexible and be reliable

Please reply to the email address with your **RESUME** & contact information.

If you are professional, friendly and strive to exceed guest expectations this may be the job for you. Hotel experience is NOT required but a friendly and upbeat attitude is a must! Please submit your resume via e.

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