**JOB TITLE:** Front Desk Agent

**COMPANY NAME:** Holiday Inn Express of Hanover, Pa

**COMPANY LOCATION:** 305 Wilson Ave.

**JOB STATUS:** Part-Time

**JOB DESCRIPTION:** The Holiday Inn Express in Hanover has an immediate opening for a reliable & hospitable Front Desk Agent. We are looking for service oriented candidates 2 to 4 days a week, preferably with guest experience, to join our team! Some weekends and Holidays are a must.

**RESPONSIBILITIES:**Enthusiastically greet guests upon arrival.
Register and assign rooms to guests promptly and efficiently.
Ensure safety measures are followed at all times.
Answer inquiries pertaining to hotel services, shopping, dining, entertainment, and travel directions.
Listen to and solve guests’ concerns.
Make, confirm, and cancel reservations via all communication avenues.
Ability to accurately use various office software.
Ability to observe and detect signs of emergency situations.
Ability to establish and maintain effective working relationships with associates and customers.

Working as a TEAM is a must
Counting and balancing cash and credit card receipts
Good Personal hygiene; neat and clean appearance
Requirements:
Must be flexible with schedule to include nights/weekends/holidays.
Must be committed to operational success of hotel & available to work during weather related emergencies.
PHYSICAL REQUIREMENTS:
Pushing, bending, stooping, upward reaching, manual dexterity.
Able to stand for long periods of time.
Hearing, writing, typing.

**JOB QUALIFICATIONS:** We are looking for service oriented candidates 2 to 4 days a week, preferably with guest experience, to join our team! Some weekends and holidays are a must.

**WORK SCHEDULE:**

Daytime
Evenings
Weekends
Holidays

**APPLY AT:** Holiday Inn Express of Hanover, Pa.