

Position Posting

Posting Date 08.30.2017
Removal Date 09.30.2017

Posting Number: 17-243

Job Title: Night Auditor / Front Desk Agent

Company Description: Hampton Inn by Hilton - Jeffersonville, OH 43128

Internship []

Part-time Position []

Full-time Position []

Postings remain active only thirty (30) days.

Employer: Hampton Inn by Hilton - Jeffersonville, OH 43128

Contact Person: <https://www.indeed.com/cmp/Hampton-Inn-by-Hilton/jobs/Night-Auditor-90d16ea4020cc6ed?sjdu=QwrRXXKrqZ3CNX5W-09jEvRCzUzXtO mip42iGCmNvd0L2t6iPWwuWb00KduYei51T3eT6w8nJXiYjr64TDGqPWBk9GKp6mk79oUX93Zh0LTI>

Duties: Hampton Inn (Across from Tanger Outlet Mall), Jeffersonville -OH

The responsibilities of a Hampton front desk agent include but not limited to; being professional with both guests and your team, following correct check in and out procedures, handling guests requests, reading reports to prepare for the guests requests and needs, take incoming phone calls, keep front desk area clean and stocked of operational supplies and communicate with other departments throughout the day..Put smile on guest face. Team player.

MUST BE FLEXIBLE with Weekend/Holiday must

H - Hospitality We're passionate about delivering exceptional guest experiences.

I -Integrity We do the right thing, all the time.

L- Leadership We're leaders in our industry and in our communities.

T- Teamwork We're team players in everything we do.

O- Ownership We're the owners of our actions and decisions.

N- Now We operate with a sense of urgency and discipline.

Job Type: Part-time

Required experience:

•Customer Service: 2 years

Salary: Pay - Great with benefits

Please do not remove.

Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.