

Homewood Suites by Hilton College Station—950 University Drive East

Summary

Responsible for answering and transferring phone calls, checking guests in and out of the hotel, taking reservations and interacting with guests to provide the best possible quality service. Performs sales and customer service functions related to guest registration, reservations, and revenue collections, in a manner that will ensure hotel guests receive a secure place to stay with friendly, attentive service.

Currently seeking part-time front desk personnel with the following qualities:

- Must be willing to work flexible schedule
- Must provide excellent customer service
- Possess great organizational skills
- Able to handle several things at once, phones, guests, PMS system, etc.
- Excellent communication skills oral and written, great phone presence.

To apply for this position, please come to our hotel and fill out an application or fax your resume to 979-846-0700, we are looking to fill this position immediately.

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