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# Example of Bell Attendant Job Description

Our growing company is searching for experienced candidates for the position of bell attendant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for bell attendant

* Turn in radio to Front Desk Department when shift ends
* Assist guests with all inquiries in connection with hotel services and facilities, tours, transportation and restaurant recommendations
* Assist guests in and out of vehicles, including assist guests with loading/unloading luggage
* Handle parcels, letters and messages inflow and outflow
* Handle inquiries and requests from all guests with friendliness and professionalism
* Deliver flowers and packages to guest rooms
* Assist housekeeping department with guest requests
* Open doors
* Answer phones to assist guest service agents
* Conduct house count by computer

## Qualifications for bell attendant

* Must be outgoing, friendly and be able to keep your composure in busy situations
* Must be able to multi-task while staying organized
* This position involves being on your feet for an 8 hour shift
* 1-2 years of hotel experience preferred
* Bachelors degree in hotel or travel industry management preferred
* Experience in a luxury lifestyle hotel highly desirable