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# Example of Desk Attendant Job Description

Our company is searching for experienced candidates for the position of desk attendant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for desk attendant

* Maintain property security by adhering to access protocol, actively monitors the entry and exit of individuals from the tower
* Maintain safe, clean, and organized reception area by complying with procedures, rules, and regulations
* Present a neat and professional appearance
* Represent the property and management team in a positive manner at all times and constantly sell the concept of living at Granville Towers
* Utilize Connect database to access homeowner and building information utilizing it as a form of communication if needed
* Monitor guest parking and maintain violation log
* Monitor guest parking
* Greeting all who enter the office
* Providing accurate housing information
* Assisting staff members

## Qualifications for desk attendant

* Applicant must be able to work nights and weekends
* Position plays $11 per hour
* Basic proficiency in Microsoft Suite Software-Word, Excel, Outlook
* Must learn and be knowledgeable of Club Policies
* Previous library experience in circulation or equivalent experience in customer service
* Must be able to assert library policy