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# Example of Front Office Assistant Job Description

Our company is searching for experienced candidates for the position of front office assistant. 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 front office assistant

* Ensure hotel is always in compliance with all federal, state and local laws, including EEOC and Wage Hour laws
* Fulfill Manager on Duty shifts when required
* Provide a professional image at all times through appearance and dress
* Participate in management meetings as required
* Conduct daily shift stand-up meeting
* Responsible for greeting and giving direction to new, current and follow-up patients
* Records patient financial, demographic and clinical information received through phone call or fax
* Works with patients, health plans and site management in identifying solutions and providing education to patients regarding health insurance questions and payment concerns
* Orders supplies and equipment with the guidance and approval of the head of the facility and maintains adequate supply levels of necessary supplies
* Provides routine administrative support for operations management

## Qualifications for front office assistant

* Experience in customer-service position and team management
* Computer expertise
* Able to collaborate with multidisciplinary teams
* Minimum 2 years work experience as an Assistant Manager or Team Leader - Front Office / Guest Relations in a hotel
* Multilinguist will be preferred
* Some college preferred and 2 years hotel related experience required