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# Example of Front Office Assistant Job Description

Our company is looking to fill the role of front office assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for front office assistant

* Greeting students
* Play a supporting role in key administrative affairs
* Assist in facilitating regularly-scheduled daily briefings and regular operational meetings
* Ensure all relevant reports are printed and distributed correctly
* Manage projects and any other reasonable duties as required by the Front Office Manager, Hotel Manager, or any other member of Senior Hotel Management
* To provide a personal service to all the guests following the hotel standards and procedures
* To ensure that the privacy of the guests and the confidentiality of all information is respected
* To ensure uncompromising levels of cleanliness and maintenance of the work place
* To oversee the Front Office operations, including the Reception, CID, Business Centre and Telephone Operator and to personally supervise the above in the involved supervisor’s absence, ensuring that the hotel standards and procedures are followed
* To ensure appropriate stock level for the smooth run of the Front Office operations and to prepare requisitions accordingly

## Qualifications for front office assistant

* Able to lift 20 or more pounds
* Great Attitude and Flexibility
* Confidentiality is key
* Previous front office supervisory experience preferred
* Minimum One - year experience in an administrative role, or equivalent experience in other areas/industries/disciplines, hospitality, education, healthcare
* Front Desk Reception experience a plus