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# Example of Front Office Coordinator Job Description

Our company is looking for a front office coordinator. 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 coordinator

* To provide first class service and information to hotel guests, visitors, outside callers and colleagues
* To have cross training in all departments to establish a good knowledge of the overall operation to assist any guest queries
* To add alerts to any bookings for the Duty Manager to meet the guest on departure to apologise for the issue with short brief about the situation
* To conduct a “Bucket Check” – Make sure all In House Registration cards are provided and fully complete
* You will be expected to consistently provide high levels of customer service ensuring maximum guest satisfaction in line with 5\* standards
* Verifies and obtains eligibility and benefits for all primary and secondary insurances
* Inspects patient charts post procedure
* Greets visitors and patients
* Maintains/purges/files medical record in an organized manner
* Maintains effective lines of communication with peers

## Qualifications for front office coordinator

* Congeniality, competence, consistency and initiative are hospitality principles the staff members are required to practice
* At least 1 year of previous experience in an office environment, preferably in a health related field
* Possess an all-star attitude, and naturally elevates the spirits of those around you
* A self-starter, you believe yourself to be creative, fun, good humored and approachable
* Exceptionally organized with attention to detail – nothing slips past you!
* Able and willing to do some heavy lifting (rearrange furniture, move boxes)