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# Example of Front Office Executive Job Description

Our growing company is looking for a front office executive. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for front office executive

* Adhere to all payments
* Demonstrate and promote quality awareness amongst Executive Lounge team
* Ensure Executive Lounge associates are meeting minimum requirements for guest preference collection
* Participate in the training and development of Executive Lounge associates and provide training to associates when necessary
* Have a good knowledge on food and beverage offerings and pairings
* Assisting the Executive Lounge Manager to monitor the Executive Lounge expenses to ensure it will be in line with Department profit
* Drive the Executive Lounge Brand Standards and appropriate engagement and communication with guests and colleagues
* Responsible for handling of incoming and outgoing calls including distribution
* Ensure personal preventability and dress in the assigned uniform
* Responsible for maintaining the telephone registers including call tracking

## Qualifications for front office executive

* Must have experience of working in a global team
* Ability to engage positively with stakeholders
* Proficiency in the usage of MS-Office applications such as MS-Excel for MIS / reporting purposes
* Knowledge of basic Microsoft Office Applications Front Office Applications (Opera)
* 2+ years experience Assistant Director level experience or higher in a 400+ room full service Hilton property OR 3+ years Assistant Director experience outside of Hilton brand hotels
* 2 years management experience in a hotel front office