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# Example of Guest Experience Host Job Description

Our company is growing rapidly and is looking to fill the role of guest experience host. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for guest experience host

* Management of both internal and external bookings for the three conference rooms, providing refreshments as appropriate
* Update Emergency Preparedness documentation, ensuring all amendments are tracked
* Reconcile any monies received through conference room bookings, tenants’ services and petty cash
* Administration for the Finance Department including raising purchase orders periodically
* Build relationships and loyalty with VIP clients with an ability to anticipate their needs
* Be present at each event to upsell available inventory to concert patrons
* Coordinate operations on event nights with the Premium Experience Supervisor, servers and security
* Serve as a resource of information for Premium clients regarding their experience while at the venue
* Give proper recognition to Premium clients to show appreciation for their membership and patronage
* Build strong relationships with Premium clients and have the ability to anticipate their needs

## Qualifications for guest experience host

* Proven working experience in a customer facing role
* Excellent knowledge IT packages, outlook, PowerPoint, Excel
* Must have physical stamina to lift, pull, and push moderate amounts of weight
* Open availability and flexible schedule
* Greeting guests at the Front Desk and providing quality customer service
* Check-in and check-out