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# Example of Guest Relations Agent Job Description

Our growing company is looking for a guest relations agent. 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 guest relations agent

* Perform all check in and check out functions
* Provide information about hotel amenities, rates and available rooms
* Maintain updated records
* World class training and development such as free language courses and much more!
* A platform to shine - we recognise and reward high talent
* Exclusive benefits and discounts in the neighbourhood
* Discounted room nights, meals on duty, uniform provided and laundry service
* Amazing staff parties once a month
* Weekly wellness hour
* Free meals & Laundry

## Qualifications for guest relations agent

* 28 holiday days (including bank holidays)
* Referral scheme
* Excellent written and verbal English level
* Fresher or 1 year of experience
* Complete any additional tasks assigned by Managers / supervisors or team leaders efficiently in order for smooth functioning of the department
* Keep Leadership advised of any situation that needs escalation