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# Example of Hotel Front Desk Job Description

Our innovative and growing company is hiring for a hotel front desk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for hotel front desk

* Adjust Micros billing on Fidelio (correction)
* Print Room variances edit report for night supervisor revue and correction
* Performs night audit run after all reports are balanced
* Print all night audit reports as per list
* Log on work station after the system save so that the user can use the system for next day transaction
* Distribute all night audit reports printer from Fidelio as per list to the respective pigeon hole by max
* Ability to function at all duties of a Guest Service Representative knowledgeable of key control
* To assist in progressing training and discipline of all Guest Services staff
* To maintain scheduling and payroll (40 hour equivalents) of Guest Services staff
* To have knowledge and be able to interact effectively with all other departments, especially with regard to accounting procedures

## Qualifications for hotel front desk

* Must be able to work flexible hours including potential time beyond normal
* All employees must maintain a neat, clean, and well-groomed appearance
* Must have intermediate keyboarding and computer skills
* 2+ years Supervisory and/or Leadership experience preferred
* Exceptional customer service, verbal and written skills
* Must be solution and service oriented