



# Example of Front Desk Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is searching for experienced candidates for the position of front desk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for front desk

- Build membership sales, spa, personal training and retail revenues through informative tours, interpersonal contacts and multiple communication sources
- Enhance the member and guest experience through a welcoming and friendly atmosphere by providing the highest quality customer service
- Encourage member participation in the Club's programs and activities
- Encourage the members to experience all the amenities and services we provide
- Attends Front Desk staff meetings
- Making appointments and emailing the customer and salesperson
- Verifying the day's appointments
- Maintaining show room
- Keeping coffee station stocked and clean
- Answering phones in a professional manner

## Qualifications for front desk

- Editing experience highly valued
- Foundational knowledge in customer service
- Earlier work involving customer service experience
- Previous experience working with report generation
- Comprehension of records maintenance
- Background working with typing under 45 words per minute