



# Example of Front Desk Job Description

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

## Responsibilities for front desk

- Alerting customer of deliveries
- Provide that critical first impression to our guests and have a natural passion for delivering exceptional service
- Welcome and serve guests in person and over the phone everyday
- Enjoy solving problems, be comfortable using a computer to check guests in and out, and handle cash and credit card transactions accurately and confidently
- Register guests and collect valid method of payment while maintain accurate information on registration
- Keep the front desk clean, tidy, and supplied with all the necessary supplies
- Greet, communicate with, and welcome guests and residents
- Answer all the guests' questions and log and address their complaints
- Answer all incoming calls, redirect them when needed
- Scheduling Services

## Qualifications for front desk

- Comprehensive knowledge of internet
- MS Outlook experience highly preferred
- General familiarity with switchboard phones from 1-10 lines
- Some experience in a customer service environment is preferred
- Knowledge of and experience working within the RV business preferred
- Knowledge of HMO referrals