



Front Desk Agent: \$14/hour

Responsibilities

- Provide excellent customer service.
- Answers phones in a timely manner
- Greet and register guests via a centralized registration system.
- Coordinate with housekeeping department as needed.
- Cash handling and accountability; maintain accurate paperwork as it relates to front office operations.
- Resolve small issues as they arrive for guest.
- Check and balance the daily figures, post room and tax charges on guest accounts.
- Deliver items to guests as needed.
- Perform other duties as assigned

Delta Hotel offers medical, dental, and vision benefits after 60 days.