



<http://techwritingcerts.com/ew-joblist/admin-assistant-front-desk-support/>

Admin Assistant/ Front Desk Support

Description

Looking for someone who can direct, maintain, and exceed front office standards regarding guest satisfaction and front office procedures.

Responsibilities

- Respond to and resolve all guest issues in a timely and appropriate manner.
- Maintain inventory and supplies and adhere to all inventory cost controls.
- Uphold all company and brand policies and brand procedures and implement controls as necessary.
- Maintain security of approved sign-out procedure.
- Maintain effective departmental communication as well as recognition programs through the use of stand-up meetings, staff meetings, log books, bulletin boards, hand-outs, flyers, etc.
- Maintain an organized and clean work area.

Qualifications

Must have a High School Diploma and at least 6-8 years experience.

Job Benefits

Will discuss internally.

Job Location

Indianapolis

Working Hours

8am-5pm

Date posted

November 2, 2018