



Job Posting



Position Available: Guest Services Agent – Front Desk

Location: Ambassador & Four Points

Hours of Operation: shifts anywhere between 7:00am – 11:00pm

Job requirements:

Recommend all tourist attractions, restaurants, bars, churches, etc.

Be able to give directions to any location in Kingston and surrounding areas.

Provide Service in any way shape or form as required by a guest or fellow associate. (including by not limited to delivering luggage, offering tours of hotel, assisting guests with luggage, deliveries to guest rooms, etc)

Take guest reservations

Check-in and out guests.

Respond to guest complaints in a professional and courteous manner.

Positive attitude, commitment to teamwork and front line customer service delivery.

Computer proficient in World Wide Web and Microsoft Word.

Must be able to efficiently multi task and attend work on a regular basis.

Wage: TBA

This partial description of the position is not to be construed as the official job description of the position.

Applications must include: Application Form & Two Work-related References