

Guest Services Attendant Skill Requirements

1. Great attitude towards living and working outdoors
2. Previous customer service and/or sales experience
3. Previous experience with retail and/or front desks
4. Effective client service skills, such as, communicating, interacting and developing relationships with customers via phone, email and in person
5. Familiarity with point-of-sale systems, custom reservations, and logistics programs
6. A positive attitude, friendly and professional

Guest Services Attendant Major Responsibilities

1. Ensure the needs and expectations of guests are met and exceeded
2. Overseeing guest check-in and departures
3. Informing guests of all products, services & itineraries for their all-inclusive adventure package
4. Organizing and scheduling guest activities
5. Communicating regularly with guests regarding their stay and maintaining logistics reports
6. Assisting with reservations, inquiries and booking updates

*Previous experience with Checkfront is welcomed