

Hotel Front Desk Receptionist Job Description

Sharon Riley

Hotel Front Office Management Lina Raske, 2016-04-01 The front office is the nerve center of a hotel property. Communications and accounting are two of the most important functions of a front desk operation. Front office/reception is the first place where guests/customers arrive and come in touch with the staff. Front office/reception is the mirror of a hotel. The function of the front office is to directly get in touch with customers. The front office can discover more information about the customer by asking them questions and give answer ask by guest/customer also helping the customers out. Broadly speaking, front office includes roles that affect the right side (revenues) of trading statement of the business. Effective communications--with guests, employees, and other departments of the hotel--are paramount in projecting a hospitable image. Answering guest inquiries about hotel services and other guests, marketing and sales department requests for information on guest room availability, and housekeeping department inquiries concerning guest reservations are but a few of the routine tasks performed almost constantly by a hotel front desk in its role as communications hub. Accounting procedures involving charges to registered and nonregistered hotel guest accounts are also important in the hospitality field. Staff working in the front office can also deal with simple tasks, such as sorting emails and helping on printing and typing tasks. Front office staff needs to use different skills on technologies too, such as using the printers, fax machines and phone. The book Hotel Front Office Management addresses the demands for instructing future leaders of the hotel industry. Educators who are preparing professionals for roles as front office managers and general managers in hotels are required to meet the challenges of operations, technology, training, empowerment, and international applications.

Hotel Front Desk Clerk Red-Hot Career Guide; 2587 Real Interview Questions Red-Hot Careers, 2018-05-03 3 of the 2587 sweeping interview questions in this book, revealed: Behavior question: What s your availability for employment? - Business Acumen question: Have you ever solved a Hotel front desk clerk problem that others around you could not solve? - Negotiating question: Have you ever been in a Hotel front desk clerk situation where you had to bargain with someone? How did you feel about this? What did you do? Give an example Land your next Hotel front desk clerk role with ease and use the 2587 REAL Interview Questions in this time-tested book to demystify the entire job-search process. If you only want to use one long-trusted guidance, this is it. Assess and test yourself, then tackle and ace the interview and Hotel front desk clerk role with 2587 REAL interview questions; covering 70 interview topics including Brainteasers, Sound Judgment, Resolving

Conflict, Client-Facing Skills, Strategic Planning, Building Relationships, Time Management Skills, Ambition, Relate Well, and Variety...PLUS 60 MORE TOPICS... Pick up this book today to rock the interview and get your dream Hotel front desk clerk Job.

Hospitality Reception and Front Office (Procedures and Systems) Negi Jagmohan,2013 Section-I Concepts, Procedure, Skills & Techniques Section-Ii Conversation Skills: Some English, French, German And Hindi Communicational skills

Job Descriptions for Hotels and Restaurants United States Employment Service,1938

Principles of Hotel Front Office Operations Sue Baker,Pam Bradley,Jeremy Huyton,2000 A comprehensive textbook covering all aspects of running the front desk of a modern hotel. It emphasizes the technological aspects of running a hotel desk and features illustrations, assessment questions, learning objectives, and a case study that runs through the whole book. This new edition has been revised by Huyton and Baker and there is a lecturer's guide to accompany the text.

Front Desk (Front Desk #1) (Scholastic Gold) Kelly Yang,2018-05-29 Inside Out and Back Again meets Millicent Min, Girl Genius in this timely, hopeful middle-grade novel with a contemporary Chinese twist. Winner of the Asian / Pacific American Award for Children's Literature!* Many readers will recognize themselves or their neighbors in these pages. -- Kirkus Reviews, starred review Mia Tang has a lot of secrets. Number 1: She lives in a motel, not a big house. Every day, while her immigrant parents clean the rooms, ten-year-old Mia manages the front desk of the Calivista Motel and tends to its guests. Number 2: Her parents hide immigrants. And if the mean motel owner, Mr. Yao, finds out they've been letting them stay in the empty rooms for free, the Tangs will be doomed. Number 3: She wants to be a writer. But how can she when her mom thinks she should stick to math because English is not her first language? It will take all of Mia's courage, kindness, and hard work to get through this year. Will she be able to hold on to her job, help the immigrants and guests, escape Mr. Yao, and go for her dreams? Front Desk joins the Scholastic Gold line, which features award-winning and beloved novels. Includes exclusive bonus content!

Front Desk Receptionist Red-Hot Career Guide; 2567 Real Interview Questions Red-Hot Careers,2018-05-17 3 of the 2567 sweeping interview questions in this book, revealed: Interpersonal Skills question: Do you have any Front desk receptionist questions of us about this position? - Analytical Thinking question: How did you go about making the changes (step by step)? Answer in Front desk receptionist depth or detail such as 'What were you thinking at that point?' or 'Tell me more about meeting with that person', or 'Lead me through your decision process' - Story question: Have you ever been hurt at work, or do you know someone who was? Land your next Front desk receptionist role with ease and use the 2567 REAL Interview Questions in this time-tested book to demystify the entire job-search process. If you only want to use one long-trusted guidance, this is it. Assess and test yourself, then tackle and ace the interview and Front desk receptionist role with 2567 REAL interview questions; covering 70 interview topics including Project Management, Flexibility, Like-ability, Culture

Fit, Reference, Integrity, Building Relationships, Client-Facing Skills, Relate Well, and Listening...PLUS 60 MORE TOPICS... Pick up this book today to rock the interview and get your dream Front desk receptionist Job.

How to Land a Top-Paying Hotel Front Desk Clerks Job Sharon Riley, 2012-05 For the first time, a book exists that compiles all the information candidates need to apply for their first Hotel front desk clerks job, or to apply for a better job. What you'll find especially helpful are the worksheets. It is so much easier to write about a work experience using these outlines. It ensures that the narrative will follow a logical structure and reminds you not to leave out the most important points. With this book, you'll be able to revise your application into a much stronger document, be much better prepared and a step ahead for the next opportunity. The book comes filled with useful cheat sheets. It helps you get your career organized in a tidy, presentable fashion. It also will inspire you to produce some attention-grabbing cover letters that convey your skills persuasively and attractively in your application packets. After studying it, too, you'll be prepared for interviews, or you will be after you conducted the practice sessions where someone sits and asks you potential questions. It makes you think on your feet! This book makes a world of difference in helping you stay away from vague and long-winded answers and you will be finally able to connect with prospective employers, including the one that will actually hire you. This book successfully challenges conventional job search wisdom and doesn't load you with useful but obvious suggestions ('don't forget to wear a nice suit to your interview, ' for example). Instead, it deliberately challenges conventional job search wisdom, and in so doing, offers radical but inspired suggestions for success. Think that 'companies approach hiring with common sense, logic, and good business acumen and consistency?' Think that 'the most qualified candidate gets the job?' Think again! Time and again it is proven that finding a job is a highly subjective business filled with innumerable variables. The triumphant jobseeker is the one who not only recognizes these inconsistencies and but also uses them to his advantage. Not sure how to do this? Don't worry-How to Land a Top-Paying Hotel front desk clerks Job guides the way. Highly recommended to any harried Hotel front desk clerks jobseeker, whether you want to work for the government or a company. You'll plan on using it again in your efforts to move up in the world for an even better position down the road. This book offers excellent, insightful advice for everyone from entry-level to senior professionals. None of the other such career guides compare with this one. It stands out because it: 1) explains how the people doing the hiring think, so that you can win them over on paper and then in your interview; 2) has an engaging, reader-friendly style; 3) explains every step of the job-hunting process - from little-known ways for finding openings to getting ahead on the job. This book covers everything. Whether you are trying to get your first Hotel front desk clerks Job or move up in the system, get this book.

How to be a Hotel Receptionist Matt Shiells-Jones, 2012-03-15 This book is designed for anyone who works front of house in a hotel, from porters to managers and beyond and is an indispensable read that covers almost everything you could encounter; from complaint handling and telephone call skills through to dealing with overbooking and room allocations.

Comprehensive, yet easy to read and conversational in tone, this book provides a great addition to any in-house training. It contains one of the most comprehensive sections on complaint handling, both in writing and face to face along with guidelines on best practice, sample scenarios and questions to make you think, making this a fantastic read to help you get to grips with the reception and front of house role. This book covers a vast array of matters and is suitable for both floor-level staff and managers

Hotel Front Office Training Manual with 231 SOP Hotelier Tanji, 2013-08-06 Recommended: Download Ebook Version (PDF) of this book from here: [http://www.hospitality-school.com/free-hotel-management-training/](http://www.hospitality-school.com/training-manuals/front-office/Front Office or Front Desk of a hotel is the most important place. It is treated as the nerve center or brain or mirror of the hotel. The first hotel employees who come into contact with most guests when they arrive are members of the front office. These people are mostly visible and assumed mostly knowledgeable about the hotel. Hotel Front Office Training Manual with 231 SOP, 1st edition comes out as a comprehensive collection of some must read hotel, restaurant and motel front office management Standard Operating Procedures (SOP) and tutorials written by hospitality-school.com writing team. All contents of this manual are the product of Years of Experience, Suggestions and corrections. Efforts have been made to make this manual as complete as possible. This manual was made intended for you to serve as guide. Your task is to familiarize with the contents of this manual and apply it on your daily duties at all times. Bonus Training Materials: Read 220+ Free Hotel & Restaurant Management Training Tutorials from Here: <a href=)

Skid Road Murray Morgan, 2018-03-15 *Skid Road* tells the story of Seattle “from the bottom up,” offering an informal and engaging portrait of the Emerald City’s first century, as seen through the lives of some of its most colorful citizens. With his trademark combination of deep local knowledge, precision, and wit, Murray Morgan traces the city’s history from its earliest days as a hacked-from-the-wilderness timber town, touching on local tribes, settlers, the lumber and railroad industries, the great fire of 1889, the Alaska gold rush, flourishing dens of vice, the 1919 general strike, the 1962 World’s Fair, and the stuttering growth of the 1970s and ‘80s. Through it all, Morgan shows us that Seattle’s one constant is change and that its penchant for reinvention has always been fueled by creative, if sometimes unorthodox, residents. With a new introduction by Pulitzer Prize-winning book critic Mary Ann Gwinn, this redesigned edition of Murray Morgan’s classic work is a must for those interested in how Seattle got to where it is today.

Managing Front Office Operations Charles E. Steadmon, Michael L. Kasavana, 1988 Handboek Front Office werkzaamheden.

Front Office Peter Abbott, Sue Lewry, 1991-01 Designed for all students of hotel management, this key text offers a modern approach to front office operations and management using realistic scenarios set in the hotel environment. In particular it reflects the importance of different features of the receptionist's work, the book is divided into three main

sections: Procedural aspects, Psychological aspects and Management aspects. The first part deals mainly with the clerical side, looking at check-in, advance booking and accounting procedures and vital security measures. A complete section is then devoted to the social skills that a receptionist needs to develop in order to deal effectively with people, and the authors show how these skills can be used to increase sales. In the final four chapters, the book discusses management issues which are often neglected in textbooks on front office. Front Office is ideal for BTEC/SCOTVEC students and NVQ levels 3 and 4, those taking professional exams of the HCIMA, and also for undergraduates studying hotel and catering management. Radically different in approach to other textbooks Examines the role of social and management skills, does not just concentrate on procedural aspects Looks at security issues such as theft and vice

Hotel Front Office Management James A. Bardi,1996-08-26 This Second Edition has been updated to include a brand new chapter on yield management, plus a human resources chapter refocused to cover current trends in training, employee empowerment, and reducing turnover. In addition, you'll discover how to increase efficiency with today's hospitality technology--from electronic lock to front office equipment.

Front Office Operation (A Practical Approach) Dr Sanjeev Kumar Saxena,2020-06-04 The Front Office or the Reception is the show window of the hotel and is the department responsible for the sale of hotel rooms through systematic reservations of hotel rooms, followed by registration and assigning the rooms to the guest. The front office could be called the control centre of the rooms division, providing 24-hour attention towards the handling and service of all guest requirements and needs. The Front Office employees play a vital role in the creation of a positive first and final impression, and the establishment of an on-going rapport with guests. In addition, the front office employees are influential in shaping the city's perception and judgement of the hotel through contact with restaurant patrons and visitors to the hotel. As the front office is the front of the organization, its personnel and staff is under constant observation by guests and visitors. It ensures that the guest arriving at the hotel are received, luggage handled and the formalities of check-in completed. A warm welcome, a smile, courtesy and genuine politeness contributes to a guest's satisfaction. As the front office is the first department that meets the guest, the first impression it creates is a lasting one and is the most crucial. All services and facilities available in the rooms as well as in the hotel are explained to the guests by the front office. The front office is also responsible for communication and for maintaining records of the guests who have stayed in the hotel and also develop a strong and positive working relationship with all other departments to develop an empathy with the problems that they may be encountering. The department is headed by a Front Office Manager/Room Division Manager.

Hotel Front Office Management James A. Bardi,2011-08-24 Hotel Front Office Management uses a human resources approach to cover the unique management and operational challenges in the front offices of today's hotels and lodging facilities. This Fifth Edition continues its emphasis on applying theory and management strategies, as well as providing

updated material on select-service hotel front office operation. It addresses the impact of the recession on the hotel business and discusses the impact of social media and guestroom technology on the hotel business and how the Internet is the single most important travel planning and distribution channel in hospitality. There is also new and updated information on environmental and sustainability issues, particularly as it relates to housekeeping topics.

The Hotel Book-keeper Receptionist M. Dunseath,J. G. Ransom,1967

On the Job Heather Akou,2024-02-22 Through a variety of archival documents, artefacts, illustrations, and references to primary and secondary literature, *On the Job* explores the changing styles, business practices, and lived experiences of the people who make, sell, and wear service-industry uniforms in the United States. It highlights how the uniform business is distinct from the fashion business, including how manufacturing developed outside of the typical fashion hubs such as New York City; and gives attention to the ways that various types of employers (small business, corporate, government and others) differ in their ambitions and regulations surrounding uniforms. *On the Job* sheds new light on an understudied yet important field of dress and clothing within everyday life, and is an essential addition to any fashion historian's library, appealing to all those interested in material culture, the service industry, heritage and history.

Front Office P. Abbott,S. Lewry,2010-02-17 Designed for all students of hospitality and tourism management, the second edition of this best selling text gives a modern approach to front office operations and management using realistic scenarios set in the hotel environment Key features of this essential text: · user-friendly style of writing and accessible page layout enables students to use it as a reference book as well as a textbook · updated in the light of recent developments such as global distribution systems and the internet · greater focus on increasing yield and expansion of vital management aspects such as staffing and equipment · additional extended, practical exercise material. *Front Office* reflects the importance of different features of the receptionist's work and is divided into four main sections: · Procedural aspects · Dealing with people · Increasing yield · Management aspects *Front Office* is ideal for GNVQ/ BTEC students, those taking the professional exams of the HCIMA, and for undergraduates and postgraduates studying hospitality and tourism management and all relevant executive courses.

CTH - Front Office Operations BPP Learning Media,2009-07-01 BPP Learning Media is proud to be the official publisher for CTH. Our CTH Study Guides provide the perfect tailor-made learning resource for the CTH examinations and are also a useful source of reference and information for those planning a career in the hospitality and tourism industries.

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