

Guest Service Representative: Residence Inn & Courtyard- Duluth, GA

Job Description: Guest Service Representative consistently delivers outstanding customer service to each guest every time ensuring that the highest standards are upheld and guest expectations are exceeded through the check-in/check-out process, in person throughout their stay and in telephone communications. Guest Service Representatives respond to guest's requests with a sense of urgency and concern. Guest Service Representative is the communication and information center for guests, fellow employees, vendors, and other outside business representatives. They perform a variety of clerical duties including basic computer work, reception and simple accounting tasks. Specifically, you will be responsible for performing the following tasks to the highest standards

For all inquires please contact Helen Thomas at hthomas@vhghotels.com . No phone calls please.