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## Front Desk Agent

We are looking for a driven and charismatic individual to join our team! Front Desk hotel experience is preferred, but the right attitude and desire to work at our Front Desk is a much more important quality!

### **THE IDEAL CANDIDATE WILL**

- Be punctual, focused, dedicated & reliable, willing to work a flexible schedule.
- Be flexible to work holidays, weekends and nights.
- Be responsible for checking in/out of guests.
- Be able to multitask efficiently.
- Follow financial and operational procedures.
- Create a positive experience for our guests as well as your fellow associates.
- Work well under pressure and have a strong desire to learn.
- Be able to work as a team.

### **MUST-HAVE SKILLS:**

- Able to Stand for 5+ Hours
- Ability to read, write & speak fluent English
- Willingness to learn and adapt
- Must be friendly

If you are confident in your skills and passionate about customer service, we want you to apply!

### **ABOUT US**

Up to Par Management is a leading club and hospitality management company specializing in golf, country club and hospitality operations. Up to Par is a growth-oriented company providing opportunities for its partner clubs and associates. Our Core Purpose is to positively impact others.

Up to Par exists to create success for its clubs and hotels through a philosophy of continuous improvement, operational excellence and flawless execution achieved through a culture of financial discipline, safety, and community and environmental stewardship that develops and delivers innovative solutions for its customers, while providing a dynamic and challenging environment for its associates.