

- Handling chain-wide loyalty program applications and processing applications.

APPLICABLE SKILLS

- Excellent customer relations and typing skills with professionalism on the telephones.
- Must be detail oriented and have excellent organizations and time-management skills.
- Adaptable to change and be able to handle multiple priorities under pressure.
- Computer literate with knowledge of a variety of computer software applications.
- Familiarization with various property managements systems (PMS) would be an asset.
- Eager and focused to exceed guest expectations.

Entry Level Position: Yes

Supervisory Level Position: No

Compensation:

Salary Range: TBC

Bonus Plan: ___Yes No

Accommodation: ___Yes No

Other: Extended Medical Dental Health Care (STANDARD HOTEL PACKAGE)

SUMMATION:

Submission of resume does not guarantee an interview or an actual transfer. Qualified applicants are encouraged to apply, provided they meet the minimal requirements of the applicable skills required.

Office Use:

Date Received:

Effective Dates:

Reviewed/Approved

Notes: _____

Submitted to Marketing

Resumes Sent to Contact

Signature: