

Job Title: Office Clerk
Department: Garage
Reports to: Garage Manager

Job Summary:

Interacts with guests/patrons in a courteous manner while coordinating and maintaining control in office area.

Responsibilities:

- Ensures all valet keys and/or fob are logged and accounted for
- Possess working knowledge of property management system
- Retrieve key and/or fob for the valets to bring the vehicle to the guest
- Ensure all POS inputs are recorded and posted correctly
- Clean office area and entrance to lobby
- Manage storage and retrieval of guest luggage
- Manage all incoming calls to the garage office
- Other duties assigned by the garage manager

Minimum Qualifications:

- High school diploma or GED
- Professional and positive demeanor.
- Ability to perform multiple tasks and functions well under pressure.
- Excellent communication skills
- Strong customer service skills
- Strong computer skills
- Problem solving skills

Requirements

- Be able to stand for extended periods of time
- Able to work in all weather conditions
- Moderate to heavy lifting
- Background check

Acknowledgement and Agreement of the above responsibilities

Printed Name _____

Date _____

Signature _____

Date _____

Witness _____