



## CAREER PATHWAY- FRONT DESK MANAGER

Days Hotel Allentown Airport | 3400 Airport Rd., Allentown, PA 18109 | 610-266-1000

FIND OPENINGS: <https://careers.wyndhamhotels.com/>

### Business Description

We are a full service hotel located close to the Lehigh Valley International Airport. Our hotel offers superior guest rooms, complimentary breakfast to our overnight guests, and meeting and event space for corporate meetings or special events.

Other amenities include an indoor pool, free airport shuttle, free parking, WiFi, and a restaurant on site. We are looking for energetic, hospitable individuals to join our team.

### Knowledge, Skills, and Abilities Needed

We're looking for employees who...

- have great customer service and people skills
- can problem-solve and multitask in a fast-paced environment
- are willing to cross-train in various hotel departments

### Connect with us on Social Media!



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## CAREER PATHWAY- FRONT DESK MANAGER

### Front Desk Manager

The Front Desk Manager is the leader of guest services. Responsibilities include: working closely with all hotel departments, training front desk staff, and responding to high-level customer concerns. Must have excellent communication skills. HS diploma or equivalent is required. Hourly rate: \$16-\$20



### Front Desk Supervisor

The Front Desk Supervisor must provide excellent customer service to hotel guests and visitors. Duties include those of the Front Desk Associate in addition to training staff on proper processes and customer service and resolving customer concerns. HS diploma or equivalent is required. Hourly rate: \$13-\$15



### Front Desk Associate

The Front Desk Associate is responsible for assisting customers with check in, check out, and booking reservations. Duties also include handling payments, answering phones, and communicating with the appropriate staff on guest needs. Willing to hire high school students for this position. Hourly rate: \$10-\$12

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