

Guest Services Associate | Samuel Elbert Hotel

Position Summary:

As the overnight face of the hotel, you will ensure a seamless experience for late-night arrivals and early departures. This role balances efficient guest services with essential end-of-day processing, requiring an associate who can provide local insights and maintain a friendly, conversational manner during the quietest hours of the night.

Schedule and Availability:

Standard Shift: Friday and Saturday, 10:00 p.m. to 6:00 a.m.

Availability: A proven ability to work overnight shifts, weekends, and holidays is essential.

Qualifications:

Minimum: High school diploma or equivalent and a valid driver's license.

Experience: Prior customer service or hospitality experience is typically preferred.

Skills: Strong communication, multitasking, and a professional, friendly demeanor are essential.

Tech Savvy: Proficiency with basic computer systems and hotel management software.

How to Apply: Applications can be accessed via www.cityofelberton.net Jobs Portal.

The City of Elberton is an Equal Opportunity Employer and a Drug Free Workplace.