



Reservations Agent

The Parkside Hotel & Spa is excited to announce that we are seeking a qualified individual to fill the position of Reservations Agent.

Would you like to be part of a dynamic, empowered team that is dedicated to providing an amazing guest experience? Is working for a company that actively fosters a culture of community, sustainability initiatives, and leadership development important to you?

Duties include but are not limited to:

- Responds to all reservation requests and incoming calls in a courteous, efficient, professional and friendly manner in adherence to prescribed standards
- Ensures timely responses to guests and clients
- Assists in all other areas of the sales and revenue management team as directed
- Ensures balanced inventory and manages reservation requests
- Other duties as required

Our ideal candidate would possess the following skills, education and experience:

- Experience in guest services/rooms division or hotel reservations
- Computer literacy in Microsoft Office, Word, and Excel
- Excellent verbal and written communication skills
- Professional demeanor, verbiage and impeccable telephone etiquette
- Well-organized with strong attention to detail
- Self-starter, with an ability to prioritize multiple tasks and competing priorities in a busy work environment
- Results-oriented with the ability to be flexible and work well under pressure in a fast-paced and changing environment
- Strong team player
- Must be available to work evenings and weekends

Please email resume with subject line “Reservations Agent”.

Thank you for your interest!