

Superior Shores Resort and Conference Center has an immediate opening for a full-time **Front Desk Attendant** to deliver exceptional customer service to our guests.

In this position, you will take reservations, check guests in and out of rooms, direct calls, and answer all guests' questions and concerns. You must be personable and have outstanding interpersonal communication skills. You will be the "face" of Superior Shores Resort for all guests and will be responsible for the first impression we make. Ultimately, you will help create a pleasant and memorable stay for our guests.

Requirements:

- Excellent communication and people skills
- Proficient in English (oral and written)
- Good organizational and multi-tasking abilities
- Problem-solving skills
- Customer service attitude
- Must be able to work a variety of day, evening, and weekend shifts
- Experience with reservation software a plus
- One year of front desk or relevant experience preferred but willing to train the right applicant

Conveniently located at the center of many North Shore attractions, including Gooseberry Falls, Split Rock Lighthouse, Canal Park, and the Superior Hiking Trail, Superior Shores is the North Shore at its best.

Under new ownership of North Shore Resort Company, we are proud to be family owned and operated. Come join our friendly team!