

## **Sheraton Lincoln Harbor Hotel**

Positions Available:

Front Desk Agent

Two Front Desk Agent positions available:

Responsibilities:

A front desk agent answers phones, responds to emails, checking guest in and out, performs basic clerical answers duties, books reservations, handles customer inquiries, and solves any problems that may arise, ultimately helping to foster a positive image of the Sheraton Lincoln Harbor.

Bellman

One Bellman position available

Responsibilities:

Provide assistance and services to guests in order to ensure that their arrival and departure experience is pleasurable and informative.

Call taxi and/or shuttle for guests as needed.

Assist, retrieve and load luggage for guests.

Notify the Front Desk and Guest Services of VIP arrivals whenever possible

**Carmen Garcia Santiago**

**Front Office Manager**

**T 201-617-5600**

**F 201-617-7223**

**E [carmen.garcia@sheratonlh.com](mailto:carmen.garcia@sheratonlh.com)**

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