

DISPATCHER/ CASHIER IN LAS VEGAS, NV

RESPONSIBLE FOR COORDINATING AND SCHEDULING ALL PROPERTY RUNS, INCLUDING LIMOUSINE TRANSPORTATION AND BELL DESK RUNS, RECEIVING AND RELAYING INFORMATION, INSTRUCTIONS, AND WORK ORDERS UNDER STANDARD AND EMERGENCY CONDITIONS.

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Proficient cash-handling experience. Facilitate group and room deliveries; marking of group baggage. Potential handling and delivery of alcohol. Excellent customer service skills. Provide unmatched service, proactively seeks opportunities to enhance guest satisfaction and takes ownership of guest requests.
- Possess skills to expedite clerical process, perform a service, evaluate information, and act based upon information obtained, to complete a task, assignment, or activity.
- Coordinate and schedule all property vehicle runs, including limousine transportation and bell desk runs.
- Receive and dispatch calls by telephone, two-way radio and other computer-aided devices and log all information regarding the disposition of the call into computer services, logbooks, etc.
- Respond to all inbound communication regarding fires, serving as a primary point of contact for all facilities and safety issues and relay information under standard and emergency conditions.
- Monitor all emergency alarm systems.
- Notify fire department, internal departments governing agencies and/or utilities of emergencies involving their areas of responsibility when necessary.
- Read, analyze, and interpret documents such as safety rules, policy and procedure manuals, blueprints, drawings, maps and other related documents.
- Maintain processes, schedule work and support department team members.
- Document and maintain memoranda, records and files including division activity records, labor logs, work orders, inventories, monthly activity reports and necessary records.
- Will work varied shifts, including nights, weekends, and holidays.

QUALIFICATIONS:

- Six months experience in a similar field.
- At least one of year previous experience working in a Hotel Front Services department or in a similar or related field.
- Working knowledge of Opera, HotSOS and/or Synkros by Konami.
- Ability to effectively communicate in English.
- Ability to work varied shifts, including nights, weekends and holidays.
- Excellent customer service skills.