

# THE LOREN

AT PINK BEACH

## **MEMBER SERVICES CONCIERGE:**

Member Services Coordinators are the first point of contact for all Club Loren members and guests. As such, they are responsible for providing exceptional customer service while remaining knowledgeable. Member Service Coordinators set the tone for our valued members and guests by exhibiting a sincerely friendly and professional demeanor, and are expected to perform job duties such as the following: Greet all Club Loren members and guests • Process check-ins • Manage member enrollment into program • Gather detailed information from prospects to provide to Membership Team • Provides information to prospective members regarding The Loren programs • Consistently review and update programs, club operations, Club Loren events, etc. • Assist within all Administration work for Club Loren and Sales Department. • Maintain an adequate inventory of supplies for the Members Lounge • Processes POS/RDP transactions accurately and in an efficient manner • Ensure Members Satisfaction in all outlets.

*Candidate must be able to work on rotating shifts (day or night), weekends and public holidays. This position requires good physical condition.*

**You may send a resume (preferred with photo) with two references to; "Human Resources Department" The Loren at Pink Beach, 116 South Road, Tuckers Town, Smiths, HS 01 or [careers@thelorenhotel.com](mailto:careers@thelorenhotel.com)". Application Deadline is the 6th April 2018.**