

Front Desk Agent

Nantasket Beach Resort in Hull, MA is seeking Front Desk Agents for Year-round, full-time and part-time positions.

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Primary Responsibilities:

- Greet and assist guests at the Front Desk, standing for extended periods throughout the shift
- Complete the guest check-in and check-out process accurately and efficiently
- Collect and verify a valid method of payment for each reservation
- Book, modify, and confirm guest reservations
- Answer incoming phone calls and respond to guest inquiries promptly and courteously
- Provide recommendations on local attractions, dining, and activities
- Maintain a clean, organized, and well-stocked front desk area
- Multi-task effectively during periods of high guest volume
- Perform additional front office duties as assigned by management

Qualifications:

- Previous customer service or hotel experience preferred, but not required — we provide paid training
- Strong communication and interpersonal skills
- Ability to stand for extended periods and remain attentive throughout the shift
- Comfortable working in a fast-paced environment while handling multiple tasks at once
- Dependable, punctual, and professional in appearance and manner

Schedule:

- Year-round full-time and part-time positions available
- Shifts vary based on business levels and consist of 7:00 AM–3:00 PM, 12:00 PM–8:00 PM, and 3:00 PM–11:00 PM
- Weekend and holiday availability required

Compensation:

- Starting rate of \$21.00 per hour
- Pay increase after 90 days of employment, with an additional increase every year thereafter

Benefits and Perks:

- Medical, dental, vision, AD&D, and long-term disability insurance after 60 days for full-time staff
- Paid time off and vacation time
- Paid training
- Weekly gift card incentives
- Complimentary overnight stays at our hotels
- Employee referral incentives
- Employee of the Month recognition
- Staff Appreciation Week and additional team events

Nantasket Beach Resort is an equal opportunity employer. Apply today to join our Front Desk team.

[Apply now](#)

Location: Nantasket Beach Resort

45 Hull Shore Drive

Hull, MA 02045