*https://eternalhotelsllc.com/careers/front-desk-agent-holiday-inn-express-pendleton/*

# Front Desk Agent – Holiday Inn Express Pendleton

**Holiday Inn Express Pendleton**
Eternal Hotels LLC

**Employment Type**
Part-time

**Beginning of employment**
Open until filled

**Duration of employment**
Year Round

**Industry**
Hospitality

**Job Location**
600 SE Nye Avenue, 97801, Pendleton, OR, USA

**Hourly Pay Range**
$ 14.55 - $ 15.50

**Working Hours**
20-30 hours, Weekend and holiday availability required, subject to reasonable accommodation as required by law.

**Date posted**
October 28, 2026

**Valid through**
01.01.2027

## Description

We're growing, and we'd love for you to be part of it! Holiday Inn Express is looking for a front desk agent to join our team. If you're dependable, friendly, and ready to be part of a supportive workplace, we want to hear from you.

### Summary/Objective

A hotel front desk agent represents the first point of contact with guests and handles all stages of a guest's stay. A typical day as a hotel front desk agent, involves registering/booking guests in and out of their rooms, while accommodating any special requests.

## Responsibilities

### Essential Functions

Reasonable accommodations will be provided to enable qualified individuals with disabilities to perform the essential functions, unless doing so would cause undue hardship.

- Sell, register, and assign rooms to guests
- Promote hotel facilities and services
- Provides a professional and friendly service for guests
- Dealing with guests
- Calculate bills, collect payments and maintain cash bank according to policies
- Post charges to guest accounts: room service, food, liquor and telephone.
- The Front Office is the area of the hotel where guests form their first and last impressions of the hotel. This makes it really important for the Front Desk Agents to work hard to create a pleasant experience for guests to ensure their return.

### Competencies

- Diplomacy and the ability to communicate clearly
- The ability to multitask, prioritize and manage time
- The ability to perform under pressure
- Must be highly motivated

### Work Environment

You'll be working in the guest-facing portion of hospitality. This means being in contact with people all the time.

### Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

## Qualifications

### Required Education and Experience

- 1 year of customer service and front desk experience
- High school diploma, GED, or equivalent experience.

**Preferred Education and Experience**

- 2 plus years of customer and front desk experience.

## Job Benefits

- Sick Pay as required by Oregon law.
- Access to OregonSaves, a state-facilitated retirement savings program (no employer contribution).

## Contacts

**Additional Information**

Applicant information is handled according to applicable law and limited to those with a business need.

**An Equal Opportunity Employer**

Equal access to programs, services and employment is available to all persons. Reasonable accommodations will be provided to qualified individuals with disabilities unless doing so would cause undue hardship. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department at (509) 544-3908 or via email at hrredlion@eternalhotels.com.