



<https://www.workolic.com/job/hilton-recruitment/>

Hilton Recruitment 2025/2026 Application Form Portal

Description

Join the Hilton team and be a vital part of our commitment to providing exceptional guest experiences. As a Guest Services Representative, you will play a key role in ensuring the satisfaction of our guests by delivering personalized service and maintaining the highest standards of hospitality. This position offers an exciting opportunity to contribute to the success of a renowned global brand in the hospitality industry.

Responsibilities

- Greet and welcome guests upon arrival with a friendly and professional demeanor.
- Handle guest check-ins and check-outs efficiently, ensuring accuracy in all transactions.
- Provide information about hotel services, amenities, and local attractions to enhance the guest experience.
- Respond promptly to guest inquiries, concerns, and requests, resolving issues to their satisfaction.
- Coordinate with other hotel departments to fulfill guest needs and special requests.
- Maintain a neat and organized front desk area, including accurate record-keeping and filing.
- Uphold Hilton's high standards of cleanliness and presentation in all guest areas.
- Collaborate with team members to ensure smooth operations and a positive work environment.

Qualifications

- High school diploma or equivalent; additional education in hospitality is a plus.
- Proven experience in customer service or a similar role, preferably in the hospitality industry.
- Excellent communication and interpersonal skills.
- Strong problem-solving abilities and the ability to handle challenging situations with diplomacy.
- Proficiency in computer systems and hotel management software.
- Flexibility to work varying schedules, including weekends and holidays.
- Attention to detail and a commitment to delivering exceptional service.

Job Benefits

- Competitive salary and performance-based incentives.
- Comprehensive health, dental, and vision insurance plans.
- 401(k) retirement savings plan with employer matching.
- Paid time off and vacation benefits.
- Employee discounts on Hilton accommodations worldwide.

Hiring organization

Hilton

Employment Type

Full-time

Industry

Hospitality

Job Location

1 Aguiyi Ironsi Street, Maitama, FCT, Abuja, Nigeria, 900271, Abuja, Abuja, Nigeria

Working Hours

9

Date posted

July 1, 2025

Valid through

10.12.2026

- Ongoing training and professional development opportunities.

Contacts

- Visit the Hilton Recruitment 2023/2024 [Application Form Portal](#).
- Create an account or log in if you already have one.
- Complete the online application form with accurate and up-to-date information.
- Attach your resume and cover letter highlighting your relevant experience.
- Submit your application for consideration.

Note: Only shortlisted candidates will be contacted for further steps in the recruitment process. We appreciate your interest in joining the Hilton team and contributing to our commitment to excellence in hospitality.