



# FRONT OFFICE ASSISTANT

**QP CODE: THC/Q0110**

Sector: Tourism & Hospitality  
Sub-Sector: Hotels/Restaurant  
Occupation: Front Office  
Management

**NSQF LEVEL: 3**





## Brief Job Description

The individual at work assists front office associate in performing front office activities and also provides assistance in bell desk activities if required.

### Applicable National Occupational Standards (NOS)

- Assist in performing front office activities
- Communicate effectively and maintain service standards
- Maintain organisational confidentiality and respect guests' privacy
- Follow Health, Hygiene and Safety practices
- Employability Skills (30 Hours)



# The Scholars' Educational Society<sup>®</sup>

Training Partner: National Skill Development Corporation (NSDC)

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