

# Download Administrative Front Desk Operations Guide

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. During check-in, a front desk agent will verify a guest's method of payment and run a background credit check. These resources support Quality Family Planning recommendations related to the provision of contraceptive services for clients who wish to delay or prevent pregnancy. Our technical staff are multi-cultural, dynamic individuals with deep roots and experience in the countries and communities where we work, and as a result have a strong desire to see our partnerships succeed.