

VIP Hostess Job Description

- Welcome VIP guests to the organizational and also bid them good bye when clients are leaving
- Deal with complaints made by clients in efficient manner
- Ensure VIP clients enjoy themselves throughout their stay within the premises
- Inform VIP guests about details of the services provided
- Act as escort for VIP clients to and from their seats
- Get adequately informed about facilities in the organization
- Liaise with the supervisor, and also provide the later with detailed report about events and activities
- Keep clients happy all through their stay to ensure they come back for more patronage
- Provide clients with rather personal attention to ensure they have the best of the amenities and satisfactions the organization has to offer.