



<https://jobsareahub.com/job/receptionist-jobs-in-usa-hilton-hotels-careers/>

## Receptionist

### Job Location

United State

Remote work from: GE; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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### Base Salary

USD 1,200 - USD 2,800

### Qualifications

### Hiring organization

Hilton Hotels

### Date posted

February 15, 2025

### Valid through

31.08.2025

APPLY NOW

High School Diploma or equivalent.

### Employment Type

Full-time

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### Description

## Receptionist Jobs in USA – Hilton Hotels Careers

Are you searching for **receptionist jobs in the USA** with **free visa sponsorship**? **Hilton Hotels**, one of the world's leading hospitality brands, is hiring **receptionists**. This is a great opportunity for those looking for **work visa jobs**, **jobs hiring near me**, or **part-time jobs near me**.

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### Hilton Hotels Receptionist Jobs in USA

**Company:** Hilton Hotels

**Position:** Receptionist

**Location:** Across the USA

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### Hilton Careers – Apply Online

Details	Information
<b>Selection Process</b>	Online Application, Interview
<b>Qualification</b>	High School Diploma or equivalent
<b>Skills</b>	Communication, time management, customer service
<b>Eligibility Criteria</b>	Minimum Age: 18 years
<b>Salary</b>	\$18-\$25 per hour
<b>Experience</b>	Freshers and Experienced candidates can apply
<b>Apply Method</b>	Online Application
<b>Application Medium</b>	Official Hilton Careers Website
<b>Last Date to Apply</b>	As soon as possible
<b>Working Hours</b>	8 hours daily

### Job Description

**Hilton Hotels** is hiring **receptionists** for their hotel locations across the USA. This role is suitable for those looking for **visa sponsorship jobs**, **part-time jobs**, or **full-time jobs hiring near me**.

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### Responsibilities

- Welcome and assist guests during check-in and check-out.
- Answer phone calls and handle guest inquiries.
- Manage room bookings and reservations.
- Provide information about hotel services.
- Handle guest complaints professionally.
- Maintain records and update guest information.

- Work with the housekeeping team for room management.

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## Skills

- Strong communication and customer service skills.
- Basic computer skills (handling reservations and emails).
- Time management and multitasking skills.
- Positive attitude and teamwork.
- Ability to handle pressure during busy hours.

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## Qualifications

- High School Diploma or equivalent.
- Basic English-speaking skills.
- Knowledge of using computers and office equipment.

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## Experience

- Freshers can apply.
- Experience in hotel front desk or reception is a plus.

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**Apply now** to join **Hilton Hotels** as a **receptionist** in the USA. Whether you want **visa sponsorship jobs**, **part-time jobs**, or **full-time jobs**, this is your chance.

Submit your application today! **Find the Link in [Apply Now](#)**

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