

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	FRONT DESK AGENT/ NIGHT AUDIT CLERK
JOB NUMBER	4073
NUMBER OF POSITION/S	TBD
NOC CODE	TBD
CLOSING DATE	2021-10-29
LOCATION	TBD
ACCESSIBLE BY TRANSIT	No
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	TBD
JOB DESCRIPTION	Employer is looking for someone that understands the basics of a front desk/night audit agent, could also work evenings and weekends, and is interested in providing genuine care for our guests.
JOB DUTIES	<p>Front Desk Agent: Responsible for providing outstanding service to our guests Arranging arrivals and departures Good listening skills and problem solving attitude Maintaining high level of professionalism with guests and colleagues all the time by providing excellent service to our guests, welcoming them warmly, anticipating their needs and sincerely thanking them Effective communication skills</p> <p>Night Audit Clerk: In addition to the above Review and balance outstanding amounts Balance and post credit card totals Run and print sales reports and end of day reports</p>
QUALIFICATIONS, REQUIREMENTS & SKILLS	Most functions of the above can be taught but we are looking for someone who is willing to take the challenge and be: Friendly, attentive, and fun personality Willing to learn Professional in both attitude and appearance Able to work under pressure Dependable and team oriented Must be detail oriented Legally entitled to work in Canada
OTHER DETAILS	Preferable with Hotel Experience and knowledge of OPERA PMS is a bonus COVID-19: Fully Vaccinated, Face Mask is mandatory

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APPLICATION PROCESS	Send targeted resume Apply through your CC
JD	Ahmad Alsaadeh