

Front desk hotel clerk

Best Western Thompson Hotel & Suites

204-778-8887 ext. 1002

Job details

- Location: Thompson, MBR8N 1N4
- Salary \$15.00 / hour
- 3 vacancies
- Employment groups: Youth, Visible minorities, Indigenous people, Newcomers to Canada, Seniors
- Terms of employment: Term or contract, Full time 40 hours / week
- Start date: As soon as possible
- Employment conditions: Early morning, Morning, Day, Evening, Weekend

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Will train

Security and Safety

Criminal record check

Work Conditions and Physical Capabilities

Work under pressure, Fast-paced environment, Standing for extended periods, Attention to detail

Work Location Information

Staff accommodation available, Rural area

Personal Suitability

Client focus, Team player, Effective interpersonal skills, Excellent oral communication, Flexibility, Dependability, Organized, Reliability

Business Equipment and Computer Applications

Central reservation system (CRS), Internet

Specific Skills

Register arriving guests and assign rooms, Process group arrivals and departures, Take, cancel and change room reservations, Provide information on hotel facilities and services, Investigate and resolve complaints and claims, Process guests' departures, calculate charges and receive payments, Maintain an inventory of vacancies, reservations and room assignments, Clerical duties (i.e. faxing, filing, photocopying), Answer telephone and relay telephone calls and messages, Handle wake-up calls, Assist clients/guests with special needs, Provide customer service

Work Setting

Hotel, motel, resort

How to apply

By email

etimbang@bestwesternthompson.ca

Intended job posting audience

Only persons who are legally allowed to work in Canada can apply for this job. If you are not currently authorized to work in Canada, do not apply as the employer will not consider your job application.