



front desk hotel clerk

Description

Description:

Morden Motor Inn is a Motel, restaurant and bar, which is located in Morden, MB. We are located on Highway#3 West with Dining facility. We also have bar and Grill. We are looking for a candidate which will play a key role in contributing to our satisfaction and acquisition goals of growth.

Responsibilities:

- Register arriving guests and assign rooms
- Process group arrivals and departures
- Take, cancel and change room reservations
- Provide information on hotel facilities and services
- Process guests' departures, calculate charges and receive payments
- Balance cash and complete balance sheets, cash reports and related forms
- Maintain an inventory of vacancies, reservations and room assignments
- Clerical duties (i.e. faxing, filing, photocopying)
- Perform light housekeeping and cleaning duties
- Provide customer service

Computer and technology knowledge

Closing Date

November 24, 2023

Categories

Services

Employer

Morden Motor Inn Ltd.

Location

Rural

Address

780 Thornhill St Morden,
R6M 1E9

Job Type

Full-time

Education Level

High School

Wage

\$15.00 - \$15.00

Email

- Database software
- Spreadsheet

baljotrai1983@gmail.com

Work conditions and physical capabilities

- Overtime required
- Standing for extended periods

Start Date: As soon as possible

Language: English

Minimum Education: Secondary (high) school graduation certificate

Positions Available: 2

NOC Group: front desk hotel clerk (64314)

NOC Job Title: front desk hotel clerk

Job Type: Full-time/ Permanent

Salary: \$15 per hour

Hours: 35-40 hours per week

Schedule:

8-hour shift

Day shift

Monday to Friday

On call

Weekend availability

Work Location: In person

Experience: Experience is an asset but willing to train to right person.

Work remotely: No

Employment groups: Youth, Visible minorities, Indigenous people, Newcomers to Canada

Ability to commute/relocate: Morden, MB: reliably commute or plan to relocate before starting work(preferred)

Benefits: On-site parking

How to Apply

By Directly applying on the job posting

By email: baljotrai1983@gmail.com

We thank all applicants for their interest; however, only those applicants that are short listed will be contacted for an interview.