



Front Desk Hotel Clerk

Description

Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
Greet and welcome guests
Answer questions and address complaints
Answer all incoming calls and redirect them or keep messages
Receive letters, packages etc. and distribute them
Prepare outgoing mail by drafting correspondence, securing parcels etc.
Check, sort and forward emails
Monitor office supplies and place orders when necessary
Keep updated records and files
Monitor office expenses and costs
Take up other duties as assigned (travel arrangements, schedules etc.)

Duties

Language - English
No of Positions - 2
Hours of work - 35 per week

Closing Date

September 30, 2026

Categories

Services

Employer

St Martin Motor Hotel

Location

Assiniboine South

Address

JCT Hwy 6 & PR 513 St Martin,
R0C 2T0

Job Type

Full-time

Education Level

High School

Email

info.hrstmartinhotel@gmail.com