



## Hotel Clerk Supervisor

**Posted by:** 2367860 Alberta Ltd. o/a Celadon Lodge

**Posting date:** 28-May-2024      **Closing date:** 24-Nov-2024

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Invermere

**Salary:** \$23.00 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6394482

Expired

### Job description:

Employer: 2367860 Alberta Ltd. o/a Celadon Lodge

Position: Hotel Clerk Supervisor

Address: Radium Hot Springs, BC V0A 1M0

Wage Rate: \$23.00 per hour

Weekly Hours: 40 hours

Employment Type: Full-time Permanent

Start Date: As soon as possible

Vacancy: 1

Languages: English

Education:

- Secondary (high) school graduation certificate
- or equivalent experience

Experience: 3 years to less than 5 years

Work setting:

- Relocation costs not covered by employer
- Hotel, motel, resort

Tasks:

- Assist clients/guests with special needs
- Co-ordinate, assign and review work
- Hire and train staff in job duties, safety procedures and company policies
- Maintain operation of computer systems, equipment, machinery and arrange repair work to ensure business continuity and customer service delivery
- Requisition materials and supplies

Work conditions and physical capabilities:

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

Personal suitability:

- Accurate
- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Initiative
- Judgement
- Organized

- Team player

How to apply

By email: [vacation@celadonradiumbc.com](mailto:vacation@celadonradiumbc.com)

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [vacation@celadonradiumbc.com](mailto:vacation@celadonradiumbc.com)**

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