



Hotel front desk clerk

Posted by: Ramada by Wyndham Quesnel

Posting date: 17-Apr-2024 **Closing date:** 14-Oct-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Quesnel

Salary: \$18.50 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ4577003

Expired

Job description:

Job Requirements

Languages English

Education Secondary (high) school graduation certificate

Experience 1 to less than 7 months

Salary: \$18.50/hour

Job Vacancy: 1

Responsibilities

Tasks

Register arriving guests and assign rooms
Take, cancel and change room reservations
Provide information on hotel facilities and services
Process guests' departures, calculate charges and receive payments
Clerical duties (i.e. faxing, filing, photocopying)
Answer telephone and relay telephone calls and messages
Assist clients/guests with special needs
Provide customer service

How to apply

By email

jobsaramadainn@gmail.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: jobsaramadainn@gmail.com

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