



## 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

## 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](mailto: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](mailto:jobsaramadainn@gmail.com)**

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