



Front desk hotel clerk

Posted by: Camelot Court Motel

Posting date: 01-Oct-2024 **Closing date:** 30-Mar-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Prince George

Salary: \$19.50 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4654048

Expired

Job description:

Job Requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Salary: \$19.50/hour

Position: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

Maintain an inventory of vacancies, reservations and room assignments

Answer telephone and relay telephone calls and messages

Assist clients/guests with special needs

Provide customer service

How to apply

By email

motelcourtc@outlook.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: motelcourtc@outlook.com

Posted on canadianjobportal.com