

# canadianjobportal.com

## Hotel Front Desk Clerk

**Posted by:** Tejinder Khatrao

**Posting date:** 10-Aug-2024      **Closing date:** 06-Feb-2025

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

**Language:** English

**Job location:** Peace River

**Salary:** \$\$17.00 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ1456634

## Job description:

**Company Name:** Quality Inn & Conference Centre

**Job Location:** 9510 100 St, Peace River, AB T8S 1S9

Job Requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Salary:\$17.00/hour

Position:2

Responsibilities

Tasks

Take, cancel and change room reservations

Provide information on hotel facilities and services

Process guests' departures, calculate charges and receive payments

Answer telephone and relay telephone calls and messages

Assist clients/guests with special needs

Handle wake-up calls

Perform light housekeeping and cleaning duties

How to apply

By email

[khatraoenterprises@gmail.com](mailto:khatraoenterprises@gmail.com)