



Front desk hotel clerk

Posted by: Gurpret Otal

Posting date: 20-Aug-2024 **Closing date:** 16-Feb-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Whitecourt

Salary: \$17.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ1419508

Expired

Job description:

Company Name: Green Gables Inn

Job Location: 3527 Caxton St, Whitecourt, Alberta, T7S 1N8

Job Requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

Salary:\$17.00/hour

Position:1

Responsibilities

Tasks

Register arriving guests and assign rooms

Resolve complaints and claims

Provide general information about points of interest in the area

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

How to apply

By email

hiringgreengablesinn@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: hiringgreengablesinn@outlook.com

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