



Front desk clerk

Posted by: 4381149 Nova Scotia Ltd.

Posting date: 02-Dec-2024 **Closing date:** 30-May-2025

Education: high school

Language: English

Job location: Cape Breton

Salary: \$18.00 Per Hour

Years of Experience: 1 year

Vacancy: 4

Job Type: Full Time

Job id: CAJ4031670

Expired

Job description:

Register arriving guests and assign rooms

Process group arrivals and departures

Take, cancel, and change room reservations

Provide information on hotel facilities and services

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

Clerical duties (i.e., faxing, filing, photocopying)

Answer the telephone and relay telephone calls and messages

Assist clients/guests with special needs

Provide customer service

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: CeilidhCountryLodge@hotmail.com

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