Front desk clerk, hotel

Description

Front desk clerk, hotel

- Terms of employment
- Permanent employment -Full time

Duties

- Register arriving guests and assign rooms
- Process group arrivals and departures
- Take, cancel and change room reservations
- Provide general information about points of interest in the area
- Process guests’ departures, calculate charges and receive payments
- Balance cash and complete balance sheets, cash reports and related forms
- Maintain an inventory of vacancies, reservations and room assignments
- Follow emergency and safety procedures
- Clerical duties (i.e. faxing, filing, photocopying)
- Answer telephone and relay telephone calls and messages
- Assist clients/guests with special needs
- Contact customers to deliver requested wakeup calls
- Provide customer service

Qualification

Languages
English
Education

Closing Date

August 28, 2026

Categories

Rural Opportunities

Employer

Bay Hill Inns & Suites

Location

Rural

Address

160 Main Street W
Neepawa, R0J1H0

Job Type

Full-time

Education Level

High School

Wage

$15.80 - $16.50

Email

- Secondary (high) school graduation certificate

gk.bayhill@gmail.com

Experience
1 year to less than 2 years