



## 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

December 31, 2025

### 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