

Expired



Front desk hotel clerk

Posted by Camelot Court Motel

Posting Date : 01-Oct-2024

Closing Date : 30-Mar-2025

Location : Prince George

Salary : \$19.50 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ5912032

Job Description:

Job Requirements

Languages
English

Education
Secondary (high) school graduation certificate

Experience
1 year to less than 2 years

Salary: \$19.50/hour

Position:1

Responsibilities

Tasks

Register arriving guests and assign rooms
Take, cancel and change room reservations
Provide information on hotel facilities and services
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
Assist clients/guests with special needs
Provide customer service

How to apply

By email

motelcourtc@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: motelcourtc@outlook.com

Posted on Disabled job Portal