

Front Desk Hotel Clerk

Posted By: Camelot Court Motel

Location: Prince George

Salary: \$19.50 Per Hour

JOB ID : RJ4394234

Posting Date : 01-Oct-2024

Expiry date : 30-Mar-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

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

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