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Hotel Front Desk Clerk

Posted by: Tejinder Khatrao

Posting date: 20-Nov-2024 **Closing date:** 10-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Peace River

Salary: \$\$17.00 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 2

Job Type: Full Time

Job id: RJ1434405

Job description:

Requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Salary:\$17.00/hour

Responsibilities

Tasks

Take, cancel and change room reservations
Provide information on hotel facilities and services
Process guests' departures, calculate charges and receive payments
Answer telephone and relay telephone calls and messages
Assist clients/guests with special needs
Handle wake-up calls
Perform light housekeeping and cleaning duties

How to apply

By email

khatraoenterprises@gmail.com