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Hotel Front Desk Clerk

Posted by: Tejinder Khatrao

Posting date: 10-Aug-2024 **Closing date:** 06-Feb-2025

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: YJ2941909

Job description:

Company Name: Quality Inn & Conference Centre

Job Location: 9510 100 St, Peace River, AB T8S 1S9

Job Requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

7 months to less than 1 year

Salary:\$17.00/hour

Position:2

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