Front Desk Hotel Clerk

Job ID
39453

West Fraser Hospitality Ltd DBA Sigma Inn and Suites Ltd.

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LOCATION	DATE POSTED	EXPIRY DATE
9006 Clarke Avenue, Hudson's Hope, British Columbia V0C 1V0, Canada., Hudson's Hope, BC| British Columbia	20-03-2026	16-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 20/hr	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Company Name: West Fraser Hospitality Ltd DBA Sigma Inn and Suites Ltd.

Job Title: Front Desk Hotel Clerk.

Salary: $20.00/hr.

No of positions: 01.

Start Date of Employment (Approx.): As soon as possible.

Job Type: Full time permanent.

Job Location: 9006 Clarke Avenue, Hudson's Hope, British Columbia V0C 1V0, Canada.

Job Requirements:

Languages: English.

Education: Secondary (high) school graduation certificate.

Experience: 1 to less than 7 months.

How to apply: By mail: 9006 Clarke Avenue, Hudson's Hope, BC V0C 1V0.

By email:hire.westfraser@gmail.com

Job Description

Job Duties:

-Maintain an inventory vacancy, reservations and assigned rooms.

-Register & process guests and their assigned rooms.

-Accommodate guest requests and provide information to customers about services and respond to their complaints.

-Communicating with hotel staff on the status of guest rooms.

-Present charges to departing guest and handling all payments.

-Maintain a clean and neat front desk area.

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