Hotel Front Desk Clerk - Living Water Resorts

Job ID
40784

KayverLiving Water Resorts

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LOCATION	DATE POSTED	EXPIRY DATE
Collingwood, Collingwood, ON| Ontario	06-08-2026	02-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 18.61	Experience an asset	Secondary (high) school graduation certificate

Job Details

Law Cranberry Resort Limited is also known as Living Water Resorts. Living Water Resorts is committed to providing a fun and caring community. By delivering the highest standards of customer service in a caring and respectful environment, we ensure that our guests create wonderful memories of the moments that matter.

Qualifications:
-Detail orientated with good organizational skills;
-Ability to communicate English clearly both verbally and in writing;
-Computer and technology knowledge: Multi-line switchboard;
-Computer literacy
-Excellent Customer Skills
-Professional attitude and appearance
-Must be able to maintain standards under variable conditions
-Prolonged standing, walking, reaching, stooping;
-Must be able to work independently and follow instructions regarding priorities of tasks or functions
-Be available to work a variety of shifts from Monday – Sunday, holidays and weekends

Vacancies: 4

Work setting:
Hotel, motel, resort

Security and safety:
Criminal record check

Health benefits:
Dental plan
Health care plan
Paramedical services coverage
Other benefits:

Free parking available
On-site amenities
On-site recreation and activities

*Qualified Aboriginal persons, newcomers, and other underrepresented persons or groups are encouraged to apply.

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, we will not consider your job application.

How to Apply: Please apply online or send your resume to: jobs@livingwaterresorts.com or a.jobpostings@gmail.com

Job Description

We are seeking dedicated Hotel Front Desk Clerks to join our team and take us to the next level.

Tasks:
Register arriving guests and assign rooms
Process group arrivals and departures
Take, cancel and change room reservations
Provide information on hotel facilities and services
Provide general information about points of interest in the area
Process guests' departures, calculate charges and receive payments
Maintain an inventory of vacancies, reservations and room assignments
Follow emergency and safety procedures
Clerical duties (i.e. faxing, filing, photocopying)
Answer telephone and relay telephone calls and messages
Assist clients/guests with special needs
Contact customers to deliver requested wakeup calls
Provide customer service

Computer and technology knowledge:
Multi-line switchboard

Work conditions and physical capabilities:
Attention to detail
Fast-paced environment
Standing for extended periods
Work under pressure

Personal suitability:
Client focus
Dependability
Efficient interpersonal skills
Excellent oral communication
Flexibility
Judgement

Organized

Reliability

Team player

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