

Hotel night auditor**ALMAC MOTOR HOTEL****Lac La Biche, AB****Salary: 17.00 hourly / 35 to 40 hours per week****Permanent employment/Full time****Starts as soon as possible****Job Bank #2971657****Education**

Secondary (high) school graduation certificate

Tasks

- Register arriving guests and assign rooms
- Take, cancel and change room reservations
- Provide general information about points of interest in the area
- Process guests' departures, calculate charges and receive payments
- Balance cash and complete balance sheets, cash reports and related forms
- 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
- Perform light housekeeping and cleaning duties
- Provide customer service

Additional information

- Work conditions and physical capabilities
- Attention to detail
- Fast-paced environment
- Standing for extended periods
- Personal suitability
- Client focus
- Dependability
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Judgement
- Organized
- Reliability
- Team player
- Resourcefulness

Apply By email: almacmotorhotel-jobs@post.com