

La Biche Inn: Clerk, Front Desk – Hotel - \$17.00 hourly, Permanent Full Time, La Biche, AB
2 Vacancies, Closing Date: Jul 04, 2025

Education

- Secondary (high) school graduation certificate

Work setting

- Hotel, motel, resort

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
- Answer telephone and relay telephone calls and messages
- Contact customers to deliver requested wakeup calls

Computer and technology knowledge

- Word processing software, Internet

Work conditions and physical capabilities

- Attention to detail, Fast-paced environment, Standing for extended periods

Personal suitability

- Client focus, Efficient interpersonal skills, Excellent oral communication, Flexibility, Organized, Reliability, Team player

Experience

- Will train

How to Apply:

By e-mail:

boparaibalraj7@gmail.com

By mail:

10022 101 Ave

Lac La Biche, Alberta T0A2C0