


# Job posting details


## JOB POSTING ADVERTISED


**Hotel front desk clerk** ✓ VERIFIED

Posted on May 24, 2023 by **The Ritz Cafe&Motor Inn**

## Job details


 PO BOX1015,5032 Caxton St. West  
Whitecourt, AB  
T7S 1N9

 16.00 hourly / 30 to 40 hours per Week

 Permanent employment  
Full time

 Day, Early Morning, Evening, Morning, Night, Weekend

 Starts as soon as possible

 1 vacancy

 Verified

Job Bank #2460011

## Overview

### Languages

English

### Education

No degree, certificate or diploma

### Experience

Will train

### Work setting

Hotel, motel, resort

# Responsibilities

## 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
- Investigate and resolve complaints and claims
- 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
- 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
- Work under pressure

### Personal suitability

- Flexibility
- Organized
- Reliability

### Who can apply to this job?



#### Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

## How to apply

### By email

[theritzrc2019@gmail.com](mailto:theritzrc2019@gmail.com)

## Advertised until

2023-07-23

### Date modified:

2023-05-19