



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/19

## Guest Service Representative

<b>Job ID</b>	<b>0A-E2-17-A8-3B-D7</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=0A-E2-17-A8-3B-D7">https://careers.indigenous.link/viewjob?jobname=0A-E2-17-A8-3B-D7</a>	
<b>Company</b>	Wickaninnish Inn	
<b>Location</b>	Tofino, British Columbia	
<b>Date Posted</b>	From: 2022-08-10	To: 2023-02-06
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$19.00 Per Hour	
<b>Languages</b>	English	

### Description

Join our Front Office Team as a Guest Service Representative, where you have the opportunity to learn and grow in a Relais & Chateaux property also recognized as an AAA 4-Diamond Resort and T&L World's Best Hotel.

#### Objectives:

Take and process reservation calls

Welcome guests, check in and check out guests,

Guest Orientation

Deliver amenities (fruit plates, room deliveries etc.)

Answer enquiries regarding the Inn's services and registration by telephone, email and written correspondence, and in person

Guest Service and Concierge related tasks such as arranging recreation trips and recommending local activities/dining options

Some duties may change due to COVID-19 operating regulations/standards

Wage is \$19.00 per hour. Financial commitment incentive and staff accommodation are available. Wages may be increased due to annual salary reviews, provincial minimum wage changes or at the employer's discretion. 2 positions available.

#### Benefits:

Group Insurance benefits (incl. Vision care benefits, Dental care benefits, Travel insurance)

RRSP matching

Gratuities, commissions

Other Benefits (incl. Hotel/Restaurant discounts, free parking, wellness programs)

#### Job Requirements

Exemplary guest service skills and a demonstrated willingness to exceed guest expectations are the minimum expectations for all Wickaninnish employees

Must be willing to be part of a world-class Front Office team

Completion of a 2-year college program in Hotel Management/Front Desk Operations or equivalent experience (Minimum 2 years' experience in the Service Industry or 1 years of experience in a high-end luxury facility) is necessary

Previous Reservations experience is an asset

A professional and groomed appearance is required

Excellent interpersonal and communication skills, both written and verbal are needed

Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem solving skills are necessary

Working knowledge of Maestro, Microsoft Word and Excel and File Maker Pro are assets

Must enjoy working evenings and weekends

Valid Class 5 Driver's License

Ability to maintain all COVID-19 operating regulations/standards

A mutual understanding of your employment duration will be determined during your interview

As a term of employment, all team members must have a minimum of one dose of a COVID-19 vaccine, and if not fully vaccinated, be committed to receiving their second dose within 6 weeks of being hired. Proof of vaccination is required.

### How to Apply

In order to apply for this career opportunity, please send your resume and cover letter to [jobs@wickinn.com](mailto:jobs@wickinn.com).

By submitting an application you are attesting that the information given is accurate and you give consent to The Wickaninnish Inn to verify through means of previous employer contact and collection of information directly or indirectly through public social media. As we receive a high volume of e-mails, we are only able to respond directly to you if your Resume and interests align with our currently available positions. Due to the volume of applications we will only be contacting applicants that we feel are most compatible with our property.

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/19

## Guest Service Representative

<b>Job ID</b>	<b>EC516B7204C0D</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=EC516B7204C0D">http://NewCanadianWorker.ca/viewjob?jobname=EC516B7204C0D</a>	
<b>Company</b>	Wickaninnish Inn	
<b>Location</b>	Tofino, British Columbia	
<b>Date Posted</b>	From: 2022-08-10	To: 2023-02-06
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/05/19

## Guest Service Representative

<b>Job ID</b>	<b>B220722D53CD9</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=B220722D53CD9">http://NoExperienceNeeded.ca/viewjob?jobname=B220722D53CD9</a>	
<b>Company</b>	Wickaninnish Inn	
<b>Location</b>	Tofino, British Columbia	
<b>Date Posted</b>	From: 2022-08-10	To: 2023-02-06
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