



# 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: 2024/05/05

## Guest Service Representative

<b>Job ID</b>	<b>04-42-5C-80-C1-E1</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=04-42-5C-80-C1-E1">https://careers.indigenous.link/viewjob?jobname=04-42-5C-80-C1-E1</a>	
<b>Company</b>	Wickaninnish Inn	
<b>Location</b>	Tofino, British Columbia	
<b>Date Posted</b>	From: 2021-06-10	To: 2021-12-07
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$17.00 Per Hour	
<b>Languages</b>	English	

### Description

A Guest Services Representative is the Wickaninnish Inn's version of a Front Desk Agent, and then some. The GSR not only greets guests and checks them in but they also become that guest's personal contact throughout their stay.

#### Duties:

Take and process reservation calls

Welcome guests, check in and check out guests,

Guest Orientation

Deliver amenities (fruit plates, room deliveries etc.)

Email and written correspondence

Guest Services 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

### Experience

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

### Credentials

Valid Class 5 Driver's License

### Essential Skills

Exemplary customer 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

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

Ability to maintain all COVID-19 operating regulations/standards

Ability to make a commitment of 18 months to the position

### Other

Benefits: Gratuities, Medical Benefits, Commission, Dental Benefits, Group Insurance Benefits, Life Insurance Benefits, RRSP Benefits, Vision Care Benefits, Other Benefits (Hotel/Restaurant Discounts, Recreation Discounts, Free Parking)

### How to Apply

In order to apply, please provide a 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. Due to the volume of applications we will only be contacting applicants that we feel are most compatible with our property.

# Job Board Posting

Date Printed: 2024/05/05

## Guest Service Representative

<b>Job ID</b>	<b>069720CC853B6</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=069720CC853B6">http://NewCanadianWorker.ca/viewjob?jobname=069720CC853B6</a>	
<b>Company</b>	Wickaninnish Inn	
<b>Location</b>	Tofino, British Columbia	
<b>Date Posted</b>	From: 2021-06-10	To: 2021-12-07
<b>Job</b>	Type: Full-time	Category: Accommodations
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<b>Job Salary</b>	\$17.00 Per Hour	
<b>Languages</b>	English	

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### Experience

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# Job Board Posting

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

Date Printed: 2024/05/05

## Guest Service Representative

<b>Job ID</b>	<b>DDCA702F9B9A2</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=DDCA702F9B9A2">http://NoExperienceNeeded.ca/viewjob?jobname=DDCA702F9B9A2</a>	
<b>Company</b>	Wickaninnish Inn	
<b>Location</b>	Tofino, British Columbia	
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