



# 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.Links 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

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/01

## Front Desk Clerk/ Night Audit

<b>Job ID</b>	<b>0C-76-38-C8-FC-22</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=0C-76-38-C8-FC-22">https://careers.indigenous.link/viewjob?jobname=0C-76-38-C8-FC-22</a>	
<b>Company</b>	Sun Peaks Gran Hotel & Conference Center	
<b>Location</b>	Sun Peaks, British Columbia	
<b>Date Posted</b>	From: 2019-11-27	To: 2020-05-25
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	16.75/hr	
<b>Languages</b>	English	

### Description

Job Type: Full-Time, Permanent

Positions Available: 1

NOC Group: Hotel Front Desk Clerks (6435)

Job Location(s)

3240 Village Way

Sun Peaks, British Columbia

V0E 5N0 Canada

Job Description

• Maintain an inventory of vacancies, reservations and room assignments

• Register arriving guests and assign rooms

• Answer enquiries regarding hotel services and registration by letter, by telephone and in person, provide information about services available in the community and respond to guests' complaints

• Compile and check daily record sheets, guest accounts, receipts and vouchers using computerized or manual systems

• Present statements of charges to departing guests and receive payment.

• preparing daily reports for VIP arrivals, guest amenities, and special attention groups

• deliverable knowledge of all hotel facilities/ services along with the Sun Peaks area attractions

• excellence in communications to Front Desk and Bell desk to allow a clear line of action for team success in any ongoing guest service aspects

• Effectively resolving guest complaints ensuring the guest needs are exceeded

Other Benefits available

### Experience

1-7 months experience an asset

### Education Requirements

High School

### How to Apply

Contact: Shawnee Porter

Fax: 250-578-6001

Email: [sporter@sunpeaksgrand.com](mailto:sporter@sunpeaksgrand.com)

Website: <http://www.sunpeaksgrand.com>

By Mail:

3240 Village Way

Sun Peaks, British Columbia

V0E 5N0 Canada

In Person:  
3240 Village Way  
Sun Peaks, British Columbia  
V0E 5N0 Canada

# Job Board Posting

Date Printed: 2024/05/01

## Front Desk Clerk/ Night Audit

<b>Job ID</b>	<b>3E6651DE1458A</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=3E6651DE1458A">http://NewCanadianWorker.ca/viewjob?jobname=3E6651DE1458A</a>	
<b>Company</b>	Sun Peaks Gran Hotel & Conference Center	
<b>Location</b>	Sun Peaks, British Columbia	
<b>Date Posted</b>	From: 2019-11-27	To: 2020-05-25
<b>Job</b>	Type: Full-time	Category: Accommodations
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# Job Board Posting

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

Date Printed: 2024/05/01

## Front Desk Clerk/ Night Audit

<b>Job ID</b>	<b>7ADCAC800686B</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=7ADCAC800686B">http://NoExperienceNeeded.ca/viewjob?jobname=7ADCAC800686B</a>	
<b>Company</b>	Sun Peaks Gran Hotel & Conference Center	
<b>Location</b>	Sun Peaks, British Columbia	
<b>Date Posted</b>	From: 2019-11-27	To: 2020-05-25
<b>Job</b>	Type: Full-time	Category: Accommodations
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