



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: 2024/05/02

Front Desk Clerk/ Night Audit

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

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

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Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/02

Front Desk Clerk/ Night Audit

Job ID	3E6651DE1458A
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=3E6651DE1458A
Company	Sun Peaks Gran Hotel & Conference Center
Location	Sun Peaks, British Columbia
Date Posted	From: 2019-11-27 To: 2020-05-25
Job	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: 2024/05/02

Front Desk Clerk/ Night Audit

Job ID	7ADCAC800686B
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=7ADCAC800686B
Company	Sun Peaks Gran Hotel & Conference Center
Location	Sun Peaks, British Columbia
Date Posted	From: 2019-11-27 To: 2020-05-25
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