



# 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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/07

## Front Desk Clerk (NOC 6525)

<b>Job ID</b>	<b>0E-18-15-7E-77-FC</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=0E-18-15-7E-77-FC">https://careers.indigenous.link/viewjob?jobname=0E-18-15-7E-77-FC</a>	
<b>Company</b>	The Vancouver Club	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2019-06-04	To: 2019-12-01
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$16.00 / Hour For 40 Hours / Week	
<b>Languages</b>	English	

### Description

Business address: 915-West Hastings Street, Vancouver, BC, V6C 1C6

No. of Positions: 1

Terms of Employment: Full-time Permanent

Benefits: Dental, Extended Medical and Pension

Mailing Address: 915-West Hastings Street, Vancouver, BC, V6C 1C6 [1]

Come join our Team! Well established members only club is looking for an energetic and dynamic individual to join our team.

Job duties:

- \* Take reservations for all Club events and the Bar & Grill.
  - \* Making sure to follow reservation policies.
  - \* Communicating with the Head concierge to ensure confidence with reservation levels and numbers.
  - \* Welcome and register arriving guest, review all materials concerning arrival schedules for members, room guests, reciprocal members, VIPs or any host or guest arriving for an event
  - \* Review daily events and function sheets; communicate any concerns to department heads.
  - \* Present statements of charges to departing guests and receive payment.
  - \* Check daily record sheets, guest accounts, receipts and voucher.
  - \* Answer enquiries regarding Club services and registration by telephone and in person, provide information about services available in the Club and respond to guests' complaints
  - \* Ensure all appropriate departments are informed of member and or guests' special needs and fulfill requests.
  - \* Assist in escorting members or guests to their events or rooms as requested.
  - \* Must be knowledgeable with the operations of Reciprocal Clubs.
  - \* Update reciprocal club database consistently, giving the Concierge Department the ability to provide details on what reciprocal Clubs provide.
  - \* Be knowledgeable with the club Art Program, knowing the art in the Club and provide members with art tours including knowing the current proposals and curated art within the Club
- Other qualifications and attributes required:
- \* Ability to communicate effectively.
  - \* Proficiency in a second language preferred.
  - \* Previous customer service experience preferred.
  - \* Strong attention to detail and the ability to handle multiple tasks.
  - \* Excellent communication and organizational skills.
  - \* Experience working in an environment providing a high level of customer service to guests of high social standing with discretion and professionalism.
  - \* Ability to work with management staff and other employees in a professional manner.

### Education Requirements

Completion of Secondary School

**How to Apply**

Absolutely no walk-ins or telephone calls will be considered.

Please send resumes to [careers@vancouverclub.ca](mailto:careers@vancouverclub.ca)