



# 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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# Job Board Posting



Careers.Indigenous.Link

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## Front Desk Agent

**Job ID** 31-4D-85-02-C5-80

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=31-4D-85-02-C5-80>

**Company** Executive Inn Hotels General Partnership

**Location** Burnaby, British Columbia

**Date Posted** From: 2019-09-24 To: 2020-03-22

**Job** Type: Full-time Category: Accommodations

**Job Start Date** As soon as possible

**Job Salary** \$15.80/hour for 40 hours per week

**Languages** English

### Description

Business Address: 4201 Lougheed Hwy., Burnaby, BC V5C 3Y6

No. of Positions: 01

Terms of Employment: Full-time / Permanent

Benefits: N/A

Mailing Address: 4201 Lougheed Hwy., Burnaby, BC V5C 3Y6

Come join our Team!

Job duties:

- Anticipating and addressing guest's needs and resolving their problems and complaints.
- Assisting guests with disabilities.
- Operating switchboard and assisting with inquiries.
- Assisting the reservations manager with taking reservations.
- Collaborating and communicating with other internal departments to ensure guest satisfaction.
- Complying with company procedures and safety policies.
- Performing duties on daily checklist.
- Greeting and thanking guests in a sincere, friendly manner.
- Checking guests in on arrival and out on departure.
- Posting charges to appropriate guest accounts.

Other qualifications and attributes required:

- Demonstrated strong customer service skills.
- Diploma in Hospitality or related courses an asset.
- Strong communications skills in English, both written and verbal essential.
- Ability to work in a multi-tasking, fast paced environment.
- Ability to work all shifts, including weekends, evenings and holidays.
- Team player.
- Physically agile, and able to stand for extended periods.
- Well-groomed, professional appearance.

• Experience with ICS 2000 PMS an asset.

**Experience**

Minimum experience: 1+ years as Front Desk Agent experience preferred

**Credentials**

Diploma in Hospitality or related courses an asset

**Education Requirements**

Completion of secondary school

**How to Apply**

gm.bby@executivehotels.net

Absolutely no walk-ins or telephone calls will be considered