



# 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: 2024/05/03

## Front Desk Clerk

**Job ID** 3A-D0-D1-9F-80-55

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=3A-D0-D1-9F-80-55>

**Company** Robin Hood Inn & Suites

**Location** Victoria, British Columbia

**Date Posted** From: 2019-05-30 To: 2019-11-26

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

**Job Start Date** As soon as possible

**Job Salary** \$15.50/hr

**Languages** English

### Description

Personal Suitability

-Excellent written communication, Organized, Effective interpersonal skills, Client focus, Excellent oral communication, Team player, Flexibility, Reliability, Dependability

-2nd language an asset

-Business Equipment and Computer Applications

-Word processing software, Database software, Central reservation system (CRS), Internet

Benefits: Medical coverage until MSP coverage starts; Group insurance benefits

Job duties

-Register arriving guests and assign rooms,

-Process group arrivals and departures,

-Take, cancel and change room reservations,

-Provide information on hotel facilities and services,

-Provide general information about points of interest in the area,

-Process guests' departures, calculate charges and receive payments,

-Balance cash and complete balance sheets, cash reports and related forms,

-Maintain an inventory of vacancies, reservations and room assignments,

-Clerical duties (i.e. faxing, filing, photocopying), Answer telephone and relay telephone calls and messages,

-Provide customer service,

-Perform light housekeeping and cleaning duties,

-Handle wake-up calls

-book electronic events and tours as need

-internal communication between team leaders and teammates of all depts

### Experience

1 to less than 7 months

### Education Requirements

High School

**How to Apply**

Contact: Sam

Email: [gm@robinhoodinn.ca](mailto:gm@robinhoodinn.ca)

By Mail:

136 Gorge Rd,

Victoria, British Columbia

V9A 1L4 Canada

In Person:

136 Gorge Rd,

Victoria, British Columbia

V9A 1L4 Canada

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/03

## Front Desk Clerk

<b>Job ID</b>	<b>E90A46E1E3D4C</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=E90A46E1E3D4C">http://NewCanadianWorker.ca/viewjob?jobname=E90A46E1E3D4C</a>	
<b>Company</b>	Robin Hood Inn & Suites	
<b>Location</b>	Victoria, British Columbia	
<b>Date Posted</b>	From: 2019-05-30	To: 2019-11-26
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$15.50/hr	
<b>Languages</b>	English	

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# Job Board Posting

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

Date Printed: 2024/05/03

## Front Desk Clerk

<b>Job ID</b>	<b>86F67CDEC4013</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=86F67CDEC4013">http://NoExperienceNeeded.ca/viewjob?jobname=86F67CDEC4013</a>	
<b>Company</b>	Robin Hood Inn & Suites	
<b>Location</b>	Victoria, British Columbia	
<b>Date Posted</b>	From: 2019-05-30	To: 2019-11-26
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$15.50/hr	
<b>Languages</b>	English	

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