



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: 2024/05/04

Hotel Front Desk Clerk

Job ID	63-FE-A2-A9-0A-16	
Web Address	https://careers.indigenous.link/viewjob?jobname=63-FE-A2-A9-0A-16	
Company	Wickaninnish Inn Ltd.	
Location	Tofino, British Columbia	
Date Posted	From: 2020-03-07	To: 2020-09-03
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$17.00 Per Hour	
Languages	English	

Description

A Guest Services Representative (GSR) is the Wickaninnish Inn's™ version of a Front Desk Agent, and then some. The GSR not only greets guests and checks them in but they also become that guest's™ personal contact throughout their stay. The position offers a great deal of flexibility to "think outside of the box" and positively impact guests'™ experience. A GSR often has the opportunity to speak with a guest on the phone, make their reservation arrangements, and be the one to greet and check them in upon arrival and bring them to their room to get them settled in!

Duties:

- Take and process reservation calls
- Welcome guests, check in and check out guests, assisting with luggage
- Answer enquiries regarding the Inn's™ services and registration by telephone, email and written correspondence, and in person
- Deliver amenities (fruit plates, room deliveries etc.)
- Guest Services and Concierge related tasks such as arranging recreation trips and recommending local activities/dining options
- Present statements of charges to departing guests and receive payment

Experience

Minimum 2 years'™ experience in the Service Industry or 1 years of experience in a high-end luxury facility is necessary

Credentials

Valid Class 5 Driver's License

Education Requirements

Completion of a 2-year college program in Hotel Management/Front Desk Operations or equivalent experience

Essential Skills

- Exemplary customer service skills and a demonstrated willingness to exceed guest expectations are the minimum expectations for all Wickaninnish employees
- Must be willing to be part of a world-class Front Office team
- Previous Reservations experience is an asset
- A professional and groomed appearance is required
- Excellent interpersonal and communication skills, both written and verbal are needed
- Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem solving skills are necessary
- Working knowledge of Maestro, Microsoft Word and Excel and File Maker Pro are assets
- Must enjoy working evenings and weekends, overnights and shifts

Additional Skills

Ability to make a commitment of 18 months to the position

Other

Wages may be increased due to annual salary reviews, provincial minimum wage changes or at the employer's discretion. By submitting an application, you are attesting that the information given is accurate and you give consent to The Wickaninnish Inn to verify through means of previous employer contact and collection of information directly or indirectly through public social media. Due to the volume of applications we will only be contacting applicants that we feel are most compatible with our property.

How to Apply

To apply for this position, please submit your resume and cover letter via email to jobs@wickinn.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/04

Hotel Front Desk Clerk

Job ID	5FAA3B7FF6AB3	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=5FAA3B7FF6AB3	
Company	Wickaninnish Inn Ltd.	
Location	Tofino, British Columbia	
Date Posted	From: 2020-03-07	To: 2020-09-03
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$17.00 Per Hour	
Languages	English	

Description

A Guest Services Representative (GSR) is the Wickaninnish Inn's™ version of a Front Desk Agent, and then some. The GSR not only greets guests and checks them in but they also become that guest's™ personal contact throughout their stay. The position offers a great deal of flexibility to "think outside of the box" and positively impact guests'™ experience. A GSR often has the opportunity to speak with a guest on the phone, make their reservation arrangements, and be the one to greet and check them in upon arrival and bring them to their room to get them settled in!

Duties:

- Take and process reservation calls
- Welcome guests, check in and check out guests, assisting with luggage
- Answer enquiries regarding the Inn's™ services and registration by telephone, email and written correspondence, and in person
- Deliver amenities (fruit plates, room deliveries etc.)
- Guest Services and Concierge related tasks such as arranging recreation trips and recommending local activities/dining options
- Present statements of charges to departing guests and receive payment

Experience

Minimum 2 years'™ experience in the Service Industry or 1 years of experience in a high-end luxury facility is necessary

Credentials

Valid Class 5 Driver's License

Education Requirements

Completion of a 2-year college program in Hotel Management/Front Desk Operations or equivalent experience

Essential Skills

- Exemplary customer service skills and a demonstrated willingness to exceed guest expectations are the minimum expectations for all Wickaninnish employees
- Must be willing to be part of a world-class Front Office team
- Previous Reservations experience is an asset
- A professional and groomed appearance is required
- Excellent interpersonal and communication skills, both written and verbal are needed
- Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem solving skills are necessary
- Working knowledge of Maestro, Microsoft Word and Excel and File Maker Pro are assets
- Must enjoy working evenings and weekends, overnights and shifts

Additional Skills

Ability to make a commitment of 18 months to the position

Other

Wages may be increased due to annual salary reviews, provincial minimum wage changes or at the employer's discretion. By submitting an application, you are attesting that the information given is accurate and you give consent to The Wickaninnish Inn to verify through means of previous employer contact and collection of information directly or indirectly through public social media. Due to the volume of applications we will only be contacting applicants that we feel are most compatible with our property.

How to Apply

To apply for this position, please submit your resume and cover letter via email to jobs@wickinn.com

Job Board Posting

Date Printed: 2024/05/04

Hotel Front Desk Clerk

Job ID	85C5A305DB962	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=85C5A305DB962	
Company	Wickaninnish Inn Ltd.	
Location	Tofino, British Columbia	
Date Posted	From: 2020-03-07	To: 2020-09-03
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$17.00 Per Hour	
Languages	English	

Description

A Guest Services Representative (GSR) is the Wickaninnish Inn's™ version of a Front Desk Agent, and then some. The GSR not only greets guests and checks them in but they also become that guest's™ personal contact throughout their stay. The position offers a great deal of flexibility to "think outside of the box" and positively impact guests'™ experience. A GSR often has the opportunity to speak with a guest on the phone, make their reservation arrangements, and be the one to greet and check them in upon arrival and bring them to their room to get them settled in!

Duties:

- Take and process reservation calls
- Welcome guests, check in and check out guests, assisting with luggage
- Answer enquiries regarding the Inn's™ services and registration by telephone, email and written correspondence, and in person
- Deliver amenities (fruit plates, room deliveries etc.)
- Guest Services and Concierge related tasks such as arranging recreation trips and recommending local activities/dining options
- Present statements of charges to departing guests and receive payment

Experience

Minimum 2 years'™ experience in the Service Industry or 1 years of experience in a high-end luxury facility is necessary

Credentials

Valid Class 5 Driver's License

Education Requirements

Completion of a 2-year college program in Hotel Management/Front Desk Operations or equivalent experience

Essential Skills

- Exemplary customer service skills and a demonstrated willingness to exceed guest expectations are the minimum expectations for all Wickaninnish employees
- Must be willing to be part of a world-class Front Office team
- Previous Reservations experience is an asset
- A professional and groomed appearance is required
- Excellent interpersonal and communication skills, both written and verbal are needed
- Strong organizational skills, attention to detail, ability to multi-task in a stressful environment, and creative problem solving skills are necessary
- Working knowledge of Maestro, Microsoft Word and Excel and File Maker Pro are assets
- Must enjoy working evenings and weekends, overnights and shifts

Additional Skills

Ability to make a commitment of 18 months to the position

Other

Wages may be increased due to annual salary reviews, provincial minimum wage changes or at the employer's discretion. By submitting an application, you are attesting that the information given is accurate and you give consent to The Wickaninnish Inn to verify through means of previous employer contact and collection of information directly or indirectly through public social media. Due to the volume of applications we will only be contacting applicants that we feel are most compatible with our property.

How to Apply

To apply for this position, please submit your resume and cover letter via email to jobs@wickinn.com