



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: 2024/05/03

Guest Service Representative

Job ID	6C-A0-B5-FC-03-DE	
Web Address	https://careers.indigenous.link/viewjob?jobname=6C-A0-B5-FC-03-DE	
Company	Wickaninnish Inn	
Location	Tofino, British Columbia	
Date Posted	From: 2021-11-02	To: 2022-05-01
Job	Type: Full-time	Category: Hospitality
Job Start Date	As soon as possible	
Job Salary	\$18.00 Per Hour	
Languages	English	

Description

Join our Front Office Team as a Guest Service Representative, where you have the opportunity to learn and grow in a Relais & Chateaux property also recognized as an AAA 4-Diamond Resort and T&L World's Best Hotel.

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!

Objectives:

- 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
- Some duties may change due to COVID-19 operating regulations/standards

Experience

- Completion of a 2-year college program in Hotel Management/Front Desk Operations or equivalent experience (Minimum 2 years' experience in the Service Industry or 1 years of experience in a high-end luxury facility) is necessary
- Previous Reservations experience is an asset

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

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
- 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
- Valid Class 5 Driver's License
- Ability to make a commitment of 18 months to the position
- Ability to maintain all COVID-19 operating regulations/standards.
- As a term of employment, all employees must be fully vaccinated against COVID-19. Proof of vaccination is required.

Other

Benefits:

- Gratuities
- Commission
- Dental Benefits
- Group Insurance Benefits
- Life Insurance Benefits
- RRSP Benefits
- Vision Care Benefits

Other Benefits (Hotel/Restaurant Discounts, Recreation Discounts, Free Parking)

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

In order to apply for this career opportunity, please submit a Resume and Cover Letter to jobs@wickinn.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/03

Guest Service Representative

Job ID	8B62D3E8A7B5F
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=8B62D3E8A7B5F
Company	Wickaninnish Inn
Location	Tofino, British Columbia
Date Posted	From: 2021-11-02 To: 2022-05-01
Job	Type: Full-time Category: Hospitality
Job Start Date	As soon as possible
Job Salary	\$18.00 Per Hour
Languages	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

Guest Service Representative

Job ID	8E0AC7F08217C
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=8E0AC7F08217C
Company	Wickaninnish Inn
Location	Tofino, British Columbia
Date Posted	From: 2021-11-02 To: 2022-05-01
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