



# 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: 2024/05/05

## Hotel Front Desk Clerk

|                       |   |                          |
|-----------------------|---|--------------------------|
| <b>Job ID</b>         | <b>71-0C-B6-A0-31-0A</b>  |                          |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=71-0C-B6-A0-31-0A">https://careers.indigenous.link/viewjob?jobname=71-0C-B6-A0-31-0A</a> |                          |
| <b>Company</b>        | 2095990 Alberta Ltd O/a Mountain View Suites  |                          |
| <b>Location</b>       | Fairmont Hot Springs, British Columbia  |                          |
| <b>Date Posted</b>    | From: 2022-09-28  | To: 2023-03-27           |
| <b>Job</b>            | Type: Full-time   | Category: Accommodations |
| <b>Job Start Date</b> | As soon as possible   |                          |
| <b>Job Salary</b>     | \$15.65 Hourly For 40 Hours Per Week  |                          |
| <b>Languages</b>      | English   |                          |

### Description

Vacancies: 5

Location: 5052 Riverview Rd, Fairmont Hot Springs, BC

Terms of employment: Permanent, Full time, Day, Evening, Weekend, Morning

Benefits: Long term benefits - Group insurance benefits & Other benefits

Personal suitability

Client focus

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Organized

Reliability

Team player

Work conditions and physical capabilities

Attention to detail

Fast-paced environment

Work under pressure

### Experience

7 months to less than 1 year

### Education Requirements

No degree, certificate or diploma

### Essential Skills

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

Investigate and resolve complaints and claims

Process guests' departures, calculate charges and receive payments

Maintain an inventory of vacancies, reservations and room assignments

Follow emergency and safety procedures

Clerical duties (i.e. faxing, filing, photocopying)

Answer telephone and relay telephone calls and messages

Assist clients/guests with special needs

Handle wake-up calls

Provide customer service

**Work Environment**

Staff accommodation available

Hotel, motel, resort

**How to Apply**

By email: [mandy.resumes@yahoo.com](mailto:mandy.resumes@yahoo.com)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/05

## Hotel Front Desk Clerk

|                       |   |                          |
|-----------------------|---|--------------------------|
| <b>Job ID</b>         | <b>EAffFF95F409C</b>  |                          |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=EAffFF95F409C">http://NewCanadianWorker.ca/viewjob?jobname=EAffFF95F409C</a> |                          |
| <b>Company</b>        | 2095990 Alberta Ltd O/a Mountain View Suites  |                          |
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# Job Board Posting

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

Date Printed: 2024/05/05

## Hotel Front Desk Clerk

|                       |   |                          |
|-----------------------|---|--------------------------|
| <b>Job ID</b>         | <b>74790E17DACB7</b>  |                          |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=74790E17DACB7">http://NoExperienceNeeded.ca/viewjob?jobname=74790E17DACB7</a> |                          |
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