



# 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: 2024/04/28

## Front Desk Clerk/ Night Audit

<b>Job ID</b>	<b>7C-41-6A-1B-08-AE</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=7C-41-6A-1B-08-AE">https://careers.indigenous.link/viewjob?jobname=7C-41-6A-1B-08-AE</a>	
<b>Company</b>	Blackrock Oceanfront Resort	
<b>Location</b>	Ucluet, British Columbia	
<b>Date Posted</b>	From: 2021-09-30	To: 2022-03-31
<b>Job</b>	Type: Full-time	Category: Hospitality
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$17.00 / hour (to be negotiated) Full time 40 hours / week	
<b>Languages</b>	English	

### Description

Night auditor : Black Rock Oceanfront Resort

Location:

Ucluelet, BC

V0R 3A0

Vacancies: 2

Employment groups: Indigenous people, Newcomers to Canada

Terms of employment: Permanent employment

Benefits: Medical benefits, Dental benefits, Group insurance benefits, Life insurance benefits, Vision care benefits, Other benefits

Employment conditions: Night

Job requirements: Languages: English

Education: Secondary (high) school graduation certificate

Experience: Experience an asset

Security and Safety ; Bondable, Criminal record check

Work Conditions and Physical Capabilities:

Attention to detail

Work Location Information: Staff accommodation available, Rural area, Remote location, Willing to relocate

Personal Suitability: Team player, Excellent oral communication, Flexibility, Dependability, Organized, Excellent written communication, Reliability

Business Equipment and Computer Applications: Multi-line switchboard, Word processing software, Computerized bookkeeping system, Spreadsheet, Internet

Specific 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,

Exchange foreign currency, 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, Follow emergency and safety procedures, Clerical duties (i.e. faxing, filing, photocopying), Answer telephone and relay telephone calls and messages, Perform light housekeeping and cleaning duties, Handle wake-up calls, Assist clients/guests with special needs, Provide customer service

Work Setting: Resort

### **How to Apply**

By Email: [fkennington@blackrockresort.com](mailto:fkennington@blackrockresort.com)

By Mail:

Box 310, 596 Marine Drive

Ucluelet, BC V0R 3A0

Online:

[Click Apply Now](#)

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/04/28

## Front Desk Clerk/ Night Audit

<b>Job ID</b>	<b>0215E32CFBD61</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=0215E32CFBD61">http://NewCanadianWorker.ca/viewjob?jobname=0215E32CFBD61</a>	
<b>Company</b>	Blackrock Oceanfront Resort	
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# Job Board Posting

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

Date Printed: 2024/04/28

## Front Desk Clerk/ Night Audit

<b>Job ID</b>	<b>F91C652CF7B63</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=F91C652CF7B63">http://NoExperienceNeeded.ca/viewjob?jobname=F91C652CF7B63</a>	
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