



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: 2024/05/01

Hotel Front Desk Clerk

Job ID	92-C2-03-F9-83-1C	
Web Address	https://careers.indigenous.link/viewjob?jobname=92-C2-03-F9-83-1C	
Company	1254013 Ont. Inc. O/a The Balmer Hotel	
Location	Balmertown, Ontario	
Date Posted	From: 2020-08-28	To: 2021-02-24
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$16.00 / hour for 35 to 40 hours / week	
Languages	English	

Description

Location

1 Fifth St.

Balmertown, ON P0V 1C0

Vacancies

2

Terms of employment

Permanent, Full time

Employment conditions:

Morning, Day, Evening, Weekend

Job requirements

Education

No degree, certificate or diploma

Experience

Will train

Security and Safety

Criminal record check

Work Conditions and Physical Capabilities

Standing for extended periods, Work under pressure, Fast-paced environment, Attention to detail

Work Location Information

Staff accommodation available

Personal Suitability

Organized, Client focus, Excellent oral communication, Team player, Flexibility, Reliability,

Dependability

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, 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, Provide customer service, Perform light housekeeping and cleaning duties, Handle wake-up calls, Assist clients/guests with special needs

Work Setting

Hotel, motel, resort

Intended job posting audience

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

How to Apply

By email

balmerhotel@hotmail.com

By mail

1 Fifth St.

Balmertown, ON P0V 1C0

In person

1 Fifth St.

Balmertown, ON P0V 1C0

from 09:00 to 16:00

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/01

Hotel Front Desk Clerk

Job ID	1B373D16E83F2	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=1B373D16E83F2	
Company	1254013 Ont. Inc. O/a The Balmer Hotel	
Location	Balmertown, Ontario	
Date Posted	From: 2020-08-28	To: 2021-02-24
Job	Type: Full-time	Category: Accommodations
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