



# 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: 2024/05/08

## Front Desk Clerk/Night Audit

**Job ID** 9E-2D-29-F9-F3-84

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=9E-2D-29-F9-F3-84>

**Company** Long Beach Lodge Resort

**Location** Tofino, Vancouver

**Date Posted** From: 2021-12-01 To: 2022-05-30

**Job** Type: Full-time Category: Accommodations

**Job Start Date** As soon as possible

**Job Salary** \$17.00 hr

**Languages** English

### Description

Job Type: Full-Time, Permanent

Start Date of Employment (Approx.):

Minimum Education: High School

Positions Available: 1

NOC Group: Hotel Front Desk Clerks (6435)

NOC Job Title: Hotel Night Auditor

Job Location(s)

1441 Pacific Rim Highway

Box 897

Tofino, British Columbia

V0R 2Z0 Canada

Job Description:

Weâ€™re looking for an ambitious, hardworking professional who loves to crunch numbers in between responding to guestsâ€™ needs. The Auditor will be responsible for all end of day accounting functions and is responsible for the safety of our guests during the night. The ideal applicant should be capable of working autonomously with no one to assist him or her with basic functions, such as reconciling accounts, as checking guests in and out, and taking initiative for necessary tasks.

Warmly welcoming and efficiently checking in/out all guests staying with the resort

Register guests into their guest rooms as per reservations & checks out guests and settles accounts; collects and verifies payments â€“ cash, debit and credit and maintaining a float

Ensuring guests are aware of hotel promotions/events, all on-site services and alternative room upgrades where possible.

Runs the night audit sequence and prepares night audit reports, management reports and daily revenue reports

Balances room revenues & verifies the balance of all cash floats, credit and debit charges

Accurately communicate with other shifts regarding issues arising from day to day operations

Adhere to all health and safety guidelines and standards

Additional duties as assigned by the Manager

Job Requirements/Qualifications:

Excellent inter-personal and communication skills

Previous front office or accounting experience is an asset

Strong understanding of Microsoft Word and Excel

Strong data entry, analytical and communications skills

Ability to recognize and correct guest service issues in a courteous and professional manner

Proven ability to be organized, multi-task and prioritize; ability to work within deadlines

Shifts are between 11pm – 7:30am. Flexible, must be willing to work weekends and holidays based on the business needs

1-7 months experience

Staff housing and optional extended medical benefits

Physical requirements:

Constant standing and walking throughout shift for up to 8 hours

Physical ability to lift and carry heavy suitcases and other items

Kneeling, pushing, pulling, lifting

Occasional ascending or descending stairs

### **How to Apply**

Email: [marianne@longbeachlodgeresort.com](mailto:marianne@longbeachlodgeresort.com)

By Mail:

1441 Pacific Rim Highway

Box 897

Tofino, British Columbia

V0R 2Z0, Canada

In Person:

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# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/08

## Front Desk Clerk/Night Audit

<b>Job ID</b>	<b>5C45C8D7FA62C</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=5C45C8D7FA62C">http://NewCanadianWorker.ca/viewjob?jobname=5C45C8D7FA62C</a>	
<b>Company</b>	Long Beach Lodge Resort	
<b>Location</b>	Tofino, Vancouver	
<b>Date Posted</b>	From: 2021-12-01	To: 2022-05-30
<b>Job</b>	Type: Full-time	Category: Accommodations
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$17.00 hr	
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# Job Board Posting

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

Date Printed: 2024/05/08

## Front Desk Clerk/Night Audit

<b>Job ID</b>	<b>1501D395809F2</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=1501D395809F2">http://NoExperienceNeeded.ca/viewjob?jobname=1501D395809F2</a>	
<b>Company</b>	Long Beach Lodge Resort	
<b>Location</b>	Tofino, Vancouver	
<b>Date Posted</b>	From: 2021-12-01	To: 2022-05-30
<b>Job</b>	Type: Full-time	Category: Accommodations
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