



# 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

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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

## Guest Services Representative

<b>Job ID</b>	<b>B7-61-F9-A6-EF-76</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=B7-61-F9-A6-EF-76">https://careers.indigenous.link/viewjob?jobname=B7-61-F9-A6-EF-76</a>	
<b>Company</b>	Wickaninnish Inn	
<b>Location</b>	Tofino, British Columbia	
<b>Date Posted</b>	From: 2021-03-04	To: 2021-08-31
<b>Job</b>	Type: Full-time	Category: Hospitality
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$17.00 Per Hour	
<b>Languages</b>	English	

### Description

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! Please note due to COVID-19 operating regulations/standards some duties may change.

Duties:

Take and process reservation calls

Welcome guests, check in and check out guests, assisting with luggage

Guest Orientation

Deliver amenities (fruit plates, room deliveries etc.)

Email and written correspondence

Guest Services and Concierge related tasks such as arranging recreation trips and recommending local activities/dining options

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

### 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

### 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

### **Work Environment**

Ability to make a commitment of 18 months to the position

Ability to maintain all COVID-19 operating regulations/standards.

### **How to Apply**

To submit an application, please provide a resume and cover letter to [jobs@wickinn.com](mailto:jobs@wickinn.com).

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.

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/04/29

## Guest Services Representative

<b>Job ID</b>	<b>1C85BDB290C54</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=1C85BDB290C54">http://NewCanadianWorker.ca/viewjob?jobname=1C85BDB290C54</a>	
<b>Company</b>	Wickaninnish Inn	
<b>Location</b>	Tofino, British Columbia	
<b>Date Posted</b>	From: 2021-03-04	To: 2021-08-31
<b>Job</b>	Type: Full-time	Category: Hospitality
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# Job Board Posting

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

Date Printed: 2024/04/29

## Guest Services Representative

<b>Job ID</b>	<b>9E2F94ECDE82E</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=9E2F94ECDE82E">http://NoExperienceNeeded.ca/viewjob?jobname=9E2F94ECDE82E</a>	
<b>Company</b>	Wickaninnish Inn	
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