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: 2024/03/29

Front Desk Agent

Job ID	**BB-02-BE-49-5F-8D**	
Web Address	https://careers.indigenous.link/viewjob?jobname=BB-02-BE-49-5F-8D	
Company	Howard Johnson Hotel And Suites	
Location	Victoria, British Columbia	
Date Posted	From: 2020-01-13	To: 2020-07-11
Job	Type: Full-time	Category: Hospitality
Job Start Date	As soon as possible	
Job Salary	$16.00 - $19.00 per hour	
Languages	English	

Description

Terms: full time, permanent

Your day-to-day

â€¢ Be the warm welcome that kicks off a memorable guest experience

â€¢ Acknowledge Rewards Club members and returning guests, in person or on the phone

â€¢ Take and manage guest bookings, up-selling opportunities and telling them about ways to improve their stay

â€¢ Handle cash and credit transactions

â€¢ Start every stay right by swiftly checking guests in and out â€“ take IDs, hand out room keys, and control and release safety deposit boxes

â€¢ Stay one step ahead of guestsâ€™ needs â€“ record and act on their preferences, and handle their messages, requests, questions and concerns

â€¢ Be a trusted contact for all guests. Help them with anything from bill issues to local knowledge, and loop in management when necessary

â€¢ Stay safe all the time. Following our safety procedures, youâ€™ll report all incidents and wear any protective gear needed

â€¢ Take pride in your appearance and place as a brand ambassador

â€¢ Always know what events and activities are on the dayâ€™s schedule

â€¢ Jump into other ad-hoc duties when your colleagues need your help

Experience

Ideally, youâ€™ll have spent at least one year in a front desk or guest service position

Education Requirements

Youâ€™ll have a high school diploma or qualification. A college or university degree would be a bonus, but not essential

Essential Skills

â€¢ True Attitude: being caring, wanting to make a positive difference, and building genuine connections with guests

â€¢ True Confidence: having the knowledge and skills to perform your role, and giving guests the confidence that they can trust you, to help and support them during their stay

â€¢ True Listening: focusing on what your guest is saying, picking up on body language that is often overlooked, and understanding what the guest wants and needs

â€¢ True Responsiveness: is about providing guests with what they need, and doing so in a timely and caring manner

Weight Handling

Up to 50lbs (23 kg)

Other

Job Location: 4670 Elk Lake Dr., Victoria, BC V8Z 5M2

How to Apply

Email: gm@hievictoria.com

Phone: (778) 403-4505