



# 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.Link's 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: 2024/05/05

## Front Desk Clerk (NOC 6525)

|                       |   |
|-----------------------|---|
| <b>Job ID</b>         | <b>D3-F9-7C-BE-83-38</b>  |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=D3-F9-7C-BE-83-38">https://careers.indigenous.link/viewjob?jobname=D3-F9-7C-BE-83-38</a> |
| <b>Company</b>        | Pacific Sands Beach Resort  |
| <b>Location</b>       | Tofino, British Columbia  |
| <b>Date Posted</b>    | From: 2021-09-30 To: 2022-03-29   |
| <b>Job</b>            | Type: Full-time Category: Hospitality   |
| <b>Job Start Date</b> | As soon as possible   |
| <b>Job Salary</b>     | \$18.00/hr 40 hours per week  |
| <b>Languages</b>      | Proficient in English both verbally and in written work.  |

### Description

Job Type: Full-Time, Permanent

Minimum Education: High School

Positions Available: 4

NOC Job Title: Front Desk Clerk, Hotel

Job Location(s)

1421 Pacific Rim Hwy

Tofino, British Columbia

V0R 2Z0 Canada

Provide 5-star customer service to all guests.

Acknowledge and greet guests with a warm and friendly greeting.

Maintain a high level of customer service at all time, develop relationships with guests, repeat and future guests to provide maximum personalized guest experience.

Answer phone calls and respond to guest emails in a professional, courteous manner.

Reserve and assist guests with the booking processes.

Resolve complaints- if a complaint cannot be resolved then forward to the appropriate member of the management team to follow through.

Collect resort revenue by entering services and changes, computing bills and obtaining payments accurately

Answer all inquiries, concerns or requests in a timely manner.

Report deficiency issues to the maintenance department.

Stay current on local attractions, events and amenities.

Ensure professional presentation of front and back offices at all times

Coordinate guest shuttles, town runs, shopping and stocking of provisions

Assist guests with bike rentals

Work closely with the other departments to ensure guest satisfaction

Comply with all Resort safety guidelines and be familiar with emergency procedures.

Perform other job-related duties and special projects assigned.

Qualifications and Experience:

Great customer services skills, communication skills and organizational skills

Ability to work well unsupervised, at a fast pace while maintaining quality standards

Highly responsible and reliable

Impeccable grooming and presentation

Staff accommodation available + other benefits

### How to Apply

Email:

[hr@pacificsands.com](mailto:hr@pacificsands.com)

By Mail:

1421 Pacific Rim Hwy

Tofino, British Columbia

V0R 2Z0, Canada

In Person:

1421 Pacific Rim Hwy

Tofino, British Columbia

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# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/05

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|                       |   |
|-----------------------|---|
| <b>Job ID</b>         | <b>A6B0A59F49542</b>  |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=A6B0A59F49542">http://NewCanadianWorker.ca/viewjob?jobname=A6B0A59F49542</a> |
| <b>Company</b>        | Pacific Sands Beach Resort  |
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# Job Board Posting

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

Date Printed: 2024/05/05

## Front Desk Clerk (NOC 6525)

|                       |   |
|-----------------------|---|
| <b>Job ID</b>         | <b>24D32369DA247</b>  |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=24D32369DA247">http://NoExperienceNeeded.ca/viewjob?jobname=24D32369DA247</a> |
| <b>Company</b>        | Pacific Sands Beach Resort  |
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