

Hotel Front Desk Clerk

Super 8 by Wyndham Hotel, 2694 Brookdale Avenue, Cornwall, ON K6J 5Y2

Permanent employment – part time (Saturday, Sunday, & Mondays 3:00pm – 10:00 pm)

(21 hours)

Job Requirements:

English language required, Bilingualism an asset.
Secondary (high) school graduation certificate
Experience Preferred, but we are willing to train the right person.
Ability to type quickly (minimum 40wpm)
Bondable, criminal record check

Specific Skills:

Take, cancel and change room reservations;
Register arriving guests and assign rooms;
Provide information on hotel facilities and services;
Process group arrivals and departures;
Process guests; departures, calculate charges and receive payments;
Perform light housekeeping and cleaning duties ie: fold laundry periodically
Investigate and resolve complaints and claims;
Balance cash and complete balance sheets, cash reports and related forms;
Answer telephone and relay telephone calls and messages;
Follow emergency and safety procedures
Wage will be determined based on experience.

Personal Suitability

Effective interpersonal skills, Reliable and dependable, Organized, Team Player and ability to work alone,
Excellent written and oral communication, Customer service oriented, Mature with Good Judgement.
Ability to work under pressure in a fast-paced environment, Attention to detail.

Transportation

Own transportation, as public transit is not available

How to Apply

You may send resume by email to: sandra@super8cornwall.com

Or drop resume off in person at our Super 8 by Wyndham Cornwall, ON hotel at 2694 Brookdale Avenue, Cornwall, ON.

Any questions, feel free to call Sandra at 613-932-8888