



Super 8 by Wyndham Cornwall Hotel is hiring a:

Front Desk Agent (Part time)

The Front Desk Agent is responsible for providing exceptional customer service to guests at the front desk of the hotel. This role involves checking guests in and out, managing reservations, addressing guest inquiries and concerns, and ensuring a smooth and pleasant experience for all hotel guests.

Duties and Responsibilities:

- Guest Check-In and Check-Out, Reservations Management, Customer Service Administrative Tasks, Communication, Security and Safety

Requirements:

- Strong interpersonal and communication skills
- Ability to handle multiple tasks and work in a fast-paced environment
- Excellent problem-solving skills and attention to detail.
- Proficiency in using hotel management software Synxis Property Hub an asset
- Ability to stand for long periods, lift light to moderate weights and perform tasks requiring manual dexterity
- High school diploma or equivalent. Additional certification in hospitality or customer service is a plus
- Previous experience in a customer service or hospitality role preferred
- Bilingualism an asset
- Flexible schedule including weekends and holidays

How to Apply: drop resume off at Super 8 by Wyndham Cornwall Hotel at 2694 Brookdale Avenue or email resume to: sandra@super8cornwall.com.