



Super 8 by Wyndham Cornwall

is hiring an

**Experienced Front Desk Clerk (Part time)**

**Duties include:**

- Checking in guests
- Checking out guests
- Make reservations
- Answer phone calls
- Provide excellent customer service, deal with issues
- Help ensure all guests have an enjoyable stay

**Suitability of candidate:**

- Mature, Reliable/trustworthy with references
- Able to work any shift days, evenings, weekends, holidays
- 2 – 5 years experience as Hotel Front Desk Clerk
- Knowledge of Synxis PH an asset
- Excellent Computer skills, Communication & Customer Service Skills

*How to apply:* send your resume to [sandra@super8cornwall.com](mailto:sandra@super8cornwall.com) or drop resume off in person Monday – Friday 9am -3pm