

## hotel front desk clerk

GILL ONWARD ENTERPRISES INC.

Job ID  
**9618**

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| LOCATION                                   | DATE POSTED | EXPIRY DATE                 |                                                |
|--------------------------------------------|-------------|-----------------------------|------------------------------------------------|
| Penticton, Penticton, BC  British Columbia | 15-05-2026  | 11-11-2026                  |                                                |
| TYPE OF JOB                                | SALARY      | MIN. EXPERIENCE             | MIN. EDUCATION                                 |
| Full Time                                  | CAD 21/hr   | 1 year to less than 2 years | Secondary (high) school graduation certificate |

### Job Details

#### Overview

#### Languages

English

#### Education

Secondary (high) school graduation certificate

#### Experience

1 year to less than 2 years

#### On site

Work must be completed at the physical location. There is no option to work remotely.

#### Work setting

Hotel, motel, resort

#### Responsibilities

##### Tasks

Register arriving guests and assign rooms

Resolve complaints and claims

Process group arrivals and departures

Take, cancel and change room reservations

Provide information on hotel facilities and services

Provide general information about points of interest in the area

Process guests' departures, calculate charges and receive payments

Maintain an inventory of vacancies, reservations and room assignments

Clerical duties (i.e. faxing, filing, photocopying)

Answer telephone and relay telephone calls and messages

Perform light housekeeping and cleaning duties

Provide customer service

## Job Description

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2 vacancies

How to apply

Email

[gurjantgillkk13@gmail.com](mailto:gurjantgillkk13@gmail.com)

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