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

2 vacancies

How to apply

Email

gurjantgillkk13@gmail.com

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