

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/03

Front Desk Agent (NOC 6525)

Job ID	9D5951B746B35	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=9D5951B746B35	
Company	Executive Inn Hotels General Partnership	
Location	Burnaby, British Columbia	
Date Posted	From: 2019-09-24	To: 2020-03-22
Job	Type: Full-time	Category: Accommodations
Job Start Date	As soon as possible	
Job Salary	\$15.80/hr for 40 hours per week	
Languages	English	

Description

Business Address: 4201 Lougheed Hwy., Burnaby, BC V5C 3Y6 No. of Positions: 01 Terms of Employment: Full-time / Permanent Benefits: N/A Email Address: gm.bby@executivehotels.net Fax number: N/A Mailing Address: 4201 Lougheed Hwy., Burnaby, BC V5C 3Y6 Come join our Team! Job duties: • Anticipating and addressing guest's needs and revolving their problems and complaints. • Assisting guests with disabilities. • Operating switchboard and assisting with inquiries. • Assisting the reservations manager with taking reservations. • Collaborating and communicating with other internal departments to ensure guest satisfaction. • Complying with company procedures and safety policies. • Performing duties on daily checklist. • Greeting and thanking guests in a sincere, friendly manner. • Checking guests in on arrival and out on departure. • Posting charges to appropriate guest accounts. Other qualifications and attributes required: • Demonstrated strong customer service skills. • Diploma in Hospitality or related courses an asset. • Strong communications skills in English, both written and verbal essential. • Ability to work in a multi-tasking, fast paced environment. • Ability to work all shifts, including weekends, evenings and holidays. • Team player. • Physically agile, and able to stand for extended periods. • Well-groomed, professional appearance. • Experience with ICS 2000 PMS an asset.

Experience

Minimum experience: 1+ years as Front Desk Agent experience preferred

Credentials

Diploma in Hospitality or related courses an asset

Education Requirements

Completion of Secondary School

How to Apply

Please send resumes to gm.bby@executivehotels.net. Absolutely no walk-ins or telephone calls will be considered