

# Job Board Posting

Date Printed: 2024/05/03

## Front Desk Agent (NOC 6525)

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