

Hotel Front Desk Clerk - Living Water Resorts

Living Water Resorts

Job ID
51007

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LOCATION	DATE POSTED	EXPIRY DATE	
19 KEITH AVE R.R.#4, Collingwood, ON Ontario	06-08-2026	02-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 21.60	Experience an asset	Secondary (high) school graduation certificate

Job Details

Law Cranberry Resort Limited is also known as Living Water Resorts. Living Water Resorts is committed to providing a fun and caring community. By delivering the highest standards of customer service in a caring and respectful environment, we ensure that our guests create wonderful memories of the moments that matter.

Qualifications:

- Detail orientated with good organizational skills;
- Ability to communicate English clearly both verbally and in writing;
- Computer and technology knowledge: Multi-line switchboard;
- Computer literacy
- Excellent Customer Skills
- Professional attitude and appearance
- Must be able to maintain standards under variable conditions
- Prolonged standing, walking, reaching, stooping;
- Must be able to work independently and follow instructions regarding priorities of tasks or functions
- Be available to work a variety of shifts from Monday – Sunday, holidays and weekends

Vacancies: 3

Work setting:

Hotel, motel, resort

Security and safety:

Criminal record check

Health benefits:

Dental plan

Health care plan

Paramedical services coverage

Other benefits:

Free parking available

On-site amenities

On-site recreation and activities

*Qualified Aboriginal persons, newcomers, and other underrepresented persons or groups are encouraged to apply.

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, we will not consider your job application.

How to Apply: Please apply online or send your resume to: jobs@livingwaterresorts.com or a.jobpostings@gmail.com

Job Description

We are seeking dedicated Hotel Front Desk Clerks to join our team and take us to the next level.

Tasks:

Register arriving guests and assign rooms

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

Follow emergency and safety procedures

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

Answer telephone and relay telephone calls and messages

Assist clients/guests with special needs

Contact customers to deliver requested wakeup calls

Provide customer service

Computer and technology knowledge:

Multi-line switchboard

Work conditions and physical capabilities:

Attention to detail

Fast-paced environment

Standing for extended periods

Work under pressure

Personal suitability:

Client focus

Dependability

Efficient interpersonal skills

Excellent oral communication

Flexibility

Judgement

Organized

Reliability

Team player

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