Front desk agent

Best Western Pacific Inn

Job ID
51862

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LOCATION	DATE POSTED	EXPIRY DATE
4790 34 St, Vernon, BC | British Columbia	30-10-2026	28-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 19.25	Experience an asset	Secondary (high) school graduation certificate

Job Details

Location: 4790 34 St, Vernon, BC, V1T 5Y9
Work location: On site
Salary: 19.25 hourly / 35 to 40 hours per week
Terms of employment: Permanent employment
Full time: Evening, Morning, Day, Weekend
Starts as soon as possible
Vacancies: 2 vacancies
Languages: English
Education: Secondary (high) school graduation certificate
Experience: Experience an asset
On site: Work must be completed at the physical location. There is no option to work remotely.

Job Description

On site: Work must be completed at the physical location. There is no option to work remotely.
Tasks: Investigate complaints and claims, 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, Exchange foreign currency, 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
Personal suitability: Client focus, Excellent oral communication, Excellent written communication, Organized, Reliability, Team player
Employment groups: This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:
Support for persons with disabilities: Participates in a government or community program or initiative that supports persons with disabilities
Support for newcomers and refugees: Participates in a government or community program or initiative that supports newcomers and/or refugees
Support for youths: Participates in a government or community program or initiative that supports youth employment

Support for Veterans: Participates in a government or community program or initiative that supports Veterans, offers flexible onboarding options to allow Veterans to gradually adapt to the civilian workplace (for example: gradually increasing hours and responsibilities, etc.)
Support for Indigenous people: Participates in a government or community program or initiative that supports Indigenous people
Support for mature workers: Participates in a government or community program or initiative that supports mature workers, Offers phased re-entry options for mature workers who are returning to work after retiring (for example: gradually increasing hours and responsibilities)
Supports for visible minorities: Participates in a government or community program or initiative that supports members of visible minorities, applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)
You can apply if you are:
a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.
How to apply
By email
resumes@phihotelgroup.com
In person
4790 34 St, Vernon, BC, V1T 5Y9
Between 11:00 AM and 02:00 PM

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