



**White River Motel...has 24 Rooms in the Main Hotel
and 5 rooms in the Annex Building**

White River holds many adventures for those who love the great outdoors. It's an area covered with lakes and forests, providing first-rate fishing, hiking, canoeing and other activities year round. Add in the rugged beauty of northwestern Ontario and we're sure you'll agree.

JOB POSTING

FRONT DESK CLERK/EVENINGS – FULL-TIME

Responsible for the Reception Desk. Work directly in check-in, check-out, directions, receiving and distribution of messages, answering telephone calls and taking reservations and bookings using RezStream. Maybe required to work weekends and Holidays. Clean and maintain front office area daily.

RESPONSIBILITIES

- Register arriving guests, assign room(s) and room keys;
- Provide information to guests, as required;
- Take, cancel and change room reservations;
- Investigate and resolve customer complaints;
- Process guest departures, calculate charges and receive and process payments;
- Update Room Occupancy Sheet, as required. Balance cash and complete balance sheets.
- Handle Wake-up calls;
- Provide customer service and answer telephone and relay telephone calls and messages appropriately;
- Clerical duties as assigned

EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- High School Diploma;
- Ability to meet and greet the public in a positive and friendly manner;
- Ability to work alone;
- Quick learner and able to keep accurate records;
- Strong computer skills in Microsoft Office. Ability to work in a Computerized booking system, RezStream experience would be an asset but not necessary;
- Excellent customer service and interpersonal skills. A team player;
- Excellent oral and written communication skills;
- Professional, excellent attendance and punctual;

Rate of pay: \$12.00 to \$15.00/hour/dependent on experience

Accommodations: Available through owner, very reasonable rent, payroll deductible, includes utilities (Heat/Hydro)

Please submit your resume and cover letter to whiterivermotel@shaw.ca, or fax to 807 822-5887, attention Jeanne Morgan, Owner.

(We thank all who are interested: however only those candidates selected for an interview will be notified)