NVD - Front Desk Agent – Dawson (NOC 64314)

# Application Notes

* *Relocation assistance is not provided.*
* *Your application/resume must state you are a permanent resident or Canadian citizen.*
* *Only those who meet all the requirements will be contacted.*

# Responsibilities

* Take, cancel, register, and change room reservations.
* Process guests' departures, calculate charges and receive payments.
* Investigate and resolve complaints and claims.
* Exchange foreign currency.
* Balance cash and complete balance sheets, cash reports and related forms.
* Answer telephone and relay telephone calls and messages.
* Clerical duties (i.e., faxing, filing, photocopying, answering phone calls).
* Follow emergency and safety procedures.
* Provide customer service; assist clients/guests with special needs.
* Other duties as assigned.

# Requirements

* 6 months of direct customer service experience; front desk/guest services experience is preferred.
* Secondary (high) school graduation certificate

# Job requirements:

* Able to work a flexible schedule, including evenings, weekends, and holidays.

# Schedule:

* 8-hour shifts in a continuous operation
* 40 hours per week

# Supplemental Pay Types:

* Overtime (as necessary)
* Retention bonus

# Benefits:

* Dental care
* Extended health care
* Life insurance
* Vision care
* Holidays (or $ in lieu)
* Training opportunities for career growth

**Work Location:** In person (Dawson)