



## EMPLOYMENT OPPURTUNITY

**Position:** Front Desk Attendant (Part-Time)

**Location:** Bamfield, B.C.

**Pay Rate:** \$17.56

### Position Summary

Front Desk Attendants are the first and last contact with our guests and act as ambassadors who provide the best possible service to our guests, clients and customers. This position involves a variety of customer service/clerical duties at the Hačas Inn, Upnit Lodge, Awis House and Ostrum's Gas Bar.

### Job Duties

- Courteously greets motel visitors and answer phone calls. Checks in guests, provides information about motel facilities and nearby attractions.
- Takes and maintains reservations in person, by phone and online.
- Handles cash and credit transactions.
- Promptly responds to and resolves issues raised by motel visitors and customers.
- Educates visitors on motel, lodge and guesthouse rules.
- Housekeeping is required when needed
- Assist with Gas Bar when needed

### Operational Requirements

- Available to work flexible hours including nights, weekends, and holidays.

### Education and Experience Requirements

- High School Diploma (Preferred)
- Previous experience in the Hospitality industry is an asset
- Experience working with Microsoft Office or equivalent software applications including electronic cash and point of sale systems
- Excellent customer service and communication skills
- Ability to work independently with little supervision
- Ability to manage time effectively
- Strong leadership and problem-solving skills

### Application Details

Please submit resume and cover letter highlighting the skills and experience you would bring to this position and the reason for your interest to [hradvisor@huuayaht.com](mailto:hradvisor@huuayaht.com)

**Closing Date:** Resumes received by 4:00 pm on March 10, 2021 will be considered.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.