

Front Desk Clerk, Hotel

Posted By: Halifax Tower Hotel /Comfort Hotel

Location: Halifax

Salary: \$16.75 Per Hour

JOB ID : RJ4160580

Posting Date : 23-Jan-2026

Expiry date : 22-Jul-2026

Education : Secondary High School

Language : English

Vacancies : 2

Years of Experience : 1 year

Job Type : Full Time

Job Description

front desk clerk, hotel

Halifax Tower Hotel /Comfort Hotel

Job details

Beechville, NS
B3S 1A2

On site

16.75 hourly / 35 to 40 hours per week

Permanent employment
Full time

Evening, Shift, Morning, Day, Weekend

Starts as soon as possible

2 vacancies

Job Bank #3491870

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Hospitality industry
Hotel, motel, resort

Responsibilities

Tasks

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
Provide general information about points of interest in the area
Process guests' departures, calculate charges and receive payments
Balance cash and complete balance sheets, cash reports and related forms
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

Experience and specialization

Computer and technology knowledge

Computerized bookkeeping system
Central reservation system (CRS)

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Attention to detail
Work under pressure

Personal suitability

Client focus
Efficient interpersonal skills
Excellent oral communication
Flexibility
Organized
Reliability
Resourcefulness

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

Additional ways to apply

By email

info@kapunitycanada.ca

Date modified: 2025-12-01

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To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: info@ajocinternational.com / info@kapunitycanada.ca

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