



FRONT DESK ATTENDANT JOB POSTING

Sunchaser Vacation Villas is all about providing excellent vacation experiences to the families that visit us year after year; and we need talent to provide it! Not only will you be working in a multi-cultural environment, you will be surrounded by an outdoor mountain playground and you will be part of memorable vacation experiences for our guests. We offer competitive salary and benefits packages and a great working atmosphere!

Free seasonal staff accommodation is available from April to October and is conveniently located steps away from work.

We are currently hiring Front Desk Attendants (2 vacancies from April to October) 2019 Spring and Summer Season.

Job Description

The Front Desk Attendant will present a personable, helpful, and professional image. They will be responsible for checking guests in and out of the resort, entering information into the system and printing reports required for their shift.

Duties include but are not limited to keeping the front desk organized and presentable with all necessary materials; greeting and welcoming guests; answering all incoming calls in a professional manner; completing all reservation aspects of a booking; forwarding any villa or building issues to the maintenance or housekeeping department accordingly; typing e-mails, reminders, and or notes on any vital information that may need to be passed on to the next shifts or departments; listening to guest's comments and concerns and forwarding them to the correct departments.

The applicant must be able to work weekends and on statutory holidays. Schedule may range from morning and afternoon shift.

Knowledge and Skill Requirements:

The Front Desk Attendant must possess the following knowledge and skills:

- Experience as a front desk representative, or relevant position would be a plus.
- Familiarity with office machines (e.g. fax, printer, etc.).
- Proficient in English (oral and written).
- Excellent knowledge of MS Office (especially Outlook, Excel and Word)
- Strong communication and people skills.
- Good organizational, multi-tasking abilities and problem-solving skills.
- Customer service orientation.

Apply now!

Please send your resume with a cover letter to:

Email: jobs@sunchaservillas.ca

Fax: Attention: Employment at 1-250-345-6166