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# Front Desk Clerk, Hotel

**Posted by:** Halifax Tower Hotel /Comfort Hotel

**Location:** Halifax

**Salary:** \$16.75 Per Hour

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## Job Details

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**Job ID**

NCJ6750076

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**Posting Date :** 23-Jan-2026

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**Expiry Date :** 22-Jul-2026

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**Education :** Secondary High School

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**Language :** English

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**Vacancies :** 2

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## 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](mailto:info@kapunitycanada.ca)

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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](mailto:info@ajocinternational.com) / [info@kapunitycanada.ca](mailto:info@kapunitycanada.ca)

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