



Front Desk Clerk, Hotel

Posted by Halifax Tower Hotel /Comfort Hotel

Posting Date : 23-Jan-2026

Closing Date : 22-Jul-2026

Location : Halifax

Salary : \$19.50 Per Hour

Job Requirements

- **Education:** Secondary High School
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job id:** ABOJ7627018

Job Description:

front desk clerk, hotel

Halifax Tower Hotel /Comfort Hotel

Job details

Beechville, NS
B3S 1A2

On site

19.50 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

Date modified: 2025-12-01

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How to apply

Direct Apply

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

Additional ways to apply
Posted On Aboriginaljobsincanada.Com

By email

info@kapunitycanada.ca