



## 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:** DISJ7043684

### 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

## 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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