



Friendship House Association of Prince Rupert



Pioneer Inns - Job Posting

The Friendship House Association of Prince Rupert is currently accepting applications for positions at our Pioneer Inns location. The Pioneer Inns is cozy and charming accommodations in the beautiful Prince Rupert Cow Bay Area. If you are friendly, innovative and interested in joining our dynamic, award winning team-please apply to the reception office of the Friendship House no later than:

Position: Front Desk Agents

Term: 20-35 hours per week; Variety of shifts including mornings, evening, & weekends.

Front desk agent/Housekeeping; with some night audit shifts.

Competitive Wage Package.

Responsibilities:

- Greet and assist guest and keen interest in working with the public
- Working knowledge of hotel software, complete bookings, working front desk
- Availability to rotating work shifts, weekends, & knowledge of night audit
- Answer questions in polite, friendly manner
- Addressing customer concerns, in professional manner
- Present self in professional manner, adhere to dress code
- Report maintenance concerns
- Reports to manager, & administration team of Friendship House
- Keep Inventory
- Knowledge of Microsoft, excellent keyboarding skills
- Experience & training essential
- Ensure safety, security, and comfort at all times to guests
- Housekeeping, and some basic maintenance

Qualifications:

- Working knowledge of Microsoft programs, & hotel software
- Driver's license an asset
- Strong communication and facilitation skills with individuals and groups.
- Must successfully pass Criminal Record Check
- Knowledge & experience in working with public
- A background in hotel/accommodations field, and/or tourism is an asset
- Previous experience is a must

Submit resume, cover letter and 3 local references to:

Receptionist in person, or reception@friendshiphouse.ca

Attn: Executive Director

744 Fraser Street Prince Rupert, BC

Only Serious Inquiries need apply

We thank you for your interest in the Friendship House, but only those shortlisted will be contacted.
