



CLUXEWE RESORT

Job Title:	Office Clerk	Job Category:	Administration
Department/Group:	Office	Job Code/ Req#:	N/A
Location:	Cluxewe Resort	Travel Required:	Travel Required
Level/Salary Range:	\$18.00	Position Type:	Full-time/Seasonal evenings and weekends
HR Contact:	Marilyn Wilson-White	Date Posted:	June 29/2022
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Until filled
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
EMAIL: MARILYN@CLUXEWERESORT.COM		MAIL: Name: Cluxewe Resort Address: #1 Campground Rd. Box 245 V0N2R0 Port McNeill BC	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Meet, greet, and assist guests Daily cash-out at end of every shift Respond to e-mails, telephone calls and inquiries Sell gallery/gift shop items Janitorial duties of office Communicate with housekeepers to ensure guest needs are met May be require to help out other resort departments if needed</p> <p>OUR IDEAL CANDIDATES</p> <p>Excellent sales and customer service skills Clear criminal record check WHIMIS, first aid and drivers license an asset Able to work scheduled shifts and on time Wear approved work attire Able to work weekdays, weekends, evenings and stat holidays</p> <p>TERM: Seasonal, full-time. Position start ASAP and will cease on September 30, 2022</p>			

YOUR LOGO
HERE

CLUXEWE RESORT

