



## Super 8 Hotel

is searching for an outgoing

# FRONT DESK AGENT

This position will be responsible for greeting and registering guests, providing prompt and courteous service, completing administrative tasks, closing out guest accounts at the completion of the stay, and ensuring guest satisfaction.

**The successful candidate will possess the following qualifications:**

- possess a degree or diploma in Hotel Management
- ability to communicate effectively in more than one language; Mandarin is a strong asset
- possess exceptional customer service and communication skills
- ability to excel working as part of a team and independently
- ability to work day, evening and night audit shifts on weekdays and weekends
- proficient working with computers
- two to three years of hotel front office experience

**Please email your resumé to:**

[gm@super8yellowknife.com](mailto:gm@super8yellowknife.com)