



Front Desk Clerk, Hotel

Posted by: Halifax Tower Hotel /Comfort Hotel

Posting date: 23-Jan-2026 **Closing date:** 22-Jul-2026

Education: Secondary High School

Language: English

Job location: Halifax

Salary: \$16.75 Per Hour

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job id: CAJ3614924

Job description:

front desk clerk, hotel

Halifax Tower Hotel /Comfort Hotel

Job details

Beechville, NS

B3S 1A2

On site

16.75 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

Date modified: 2025-12-01

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

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