

FRONT DESK ATTENDANT

Civeo is a global workforce accommodation specialist that helps people maintain healthy, productive and connected lives while living and working away from home. Our unique approach focuses on guest wellbeing, operational efficiency, community building and a property development mindset - making us a leading provider of accommodation solutions.

Civeo Premium Services Employees LP is currently looking to fill a position for a Front Desk Attendant (FDA) at Merritt Camp located in Merritt, BC. The successful candidate will be responsible for providing administrative support with a particular focus on reservations and customer service. The FDA will work as a member of the Front Desk Team to achieve overall performance goals identify opportunities and maintain an efficient, effective work environment. Reporting to the designated supervisor, the successful candidate may work, days, nights, weekend shifts and statutory holidays.

Key Responsibilities

- Providing administrative support to the Front Office Supervisor
- Data entry
- Guest services (handling reservation and guest inquiries both in person and over the telephone)
- Provide exceptional customer service
- Other duties as assigned

Qualifications

- Post-secondary education in a related discipline with experience in hospitality and/or business administration
- Ability to meet deadlines (email, telephone inquiries, guest inquiries)
- Computer literate with Microsoft Office programs, and Hotel reservation systems
- Must be willing to work shift work, 24hr desk
- Previous hotel experience working in a front desk capacity is an asset
- Attention to detail
- Ability to work independently with little supervision
- Ability to multi task and work in a fast paced environment
- Possess a positive, friendly and professional attitude
- Ability to work well with peers in a group environment
- Proven oral and written communication skills
- Excellent organizational and time management skills
- Proven ability to solve problems

Civeo Crown Services Employees LP is committed to the principle of employment equity. We welcome diversity and encourage all who are qualified to express their interest