

Job Title: <p style="text-align: center;">Front Desk – Comfort Inn</p>	Job Number: <p style="text-align: center;">ST478MF</p>
<ul style="list-style-type: none"> • Answering phones: Booking Rooms, Handling Inquiries • Computer Updates, Process Payments, Auditing • Multi-tasking: Will be answering phones, handling walk-ins and searching the computer at the same time • Calmly handle constantly changing environment • Work Independently and in a Team Environment <p>Requirements</p> <ul style="list-style-type: none"> • Minimum 2 years Customer Service experience • Flexibility and dependability • Professional and Friendly Customer Service • Confidence in dealing with the public, able to think/react quickly • Enjoy constantly learning and multi-tasking • Good computer skills able to learn new program • Afternoon shifts 3pm – 11pm • Will be trained on 3 shifts with weekends mandatory and holiday. • Every 3 weeks must work 1 night shift 	Date Posted: <p style="text-align: center;">March 12, 2020</p>
	Location: <p style="text-align: center;">St. Thomas</p>
	Wage: <p style="text-align: center;">\$15.00/hr</p>
	Hours: <p style="text-align: center;">25hrs/week</p>
	Education:
Other: 	
To Apply: With the job number in the subject line, email resumes to jobs@employmentserviceselgin.ca	Apply By: <p style="text-align: center;">April 20, 2020</p>