



Front Desk Clerk, Hotel

Posted by: Halifax Tower Hotel /Comfort Hotel

Location: Halifax

Salary: \$19.50 Per Hour

Job ID: YJ6226941

Posting Date: 23-Jan-2026

Expiry Date: 22-Jul-2026

Education: Secondary High School

Language: English

Vacancies: 2

Experience: 1 year

Job Type: Full Time

Job Description

front desk clerk, hotel

Halifax Tower Hotel /Comfort Hotel

Job details

Beechville, NS
B3S 1A2

On site

19.50 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

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 payment
- Balance cash and complete balance sheets, cash reports and related documents
- 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
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

Additional ways to apply

By email

Date modified: 2025-12-01

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