



HFN Group of Businesses

POSITION: Front Desk Clerk (Seasonal Part-time)

LOCATION: Hacas Inn-Bamfield, B.C.

We are seeking a Front Desk Clerk to join HFN Hospitality team who is responsible for:

- Welcoming and greeting /customers and act as an ambassador who provide the best possible customer service.
- Takes reservations in person, over the phone and online bookings.
- Educates guests/customers on accommodation rules.
- Maintains the office/lobby neat, clean, safe, and sanitary daily.
- Collects payments for reservations.
- Handles and addresses guest complaints appropriately.
- Working as part of the Hospitality team to ensure a safe, positive experience for all guests.

This position provides opportunities to:

- Work with a team committed to providing excellent customer service.
- Contribute to the achievement of Huu-ay-aht's vision and goals of a flourishing economy.

Salary Range and Benefits:

HGB offers a competitive wage commensurate with qualifications and experience. The starting wage range is \$19 -\$24 per hour.

Employee Housing options are available for staff.

Qualifications and Experience:

We are looking for you if you are:

- Strong working knowledge of hospitality and accommodations industry principles, methods, practices, and technique
- Ability to provide excellent customer service skills.
- Ability to work effectively, professionally, and courteously with other staff.
- Ability to be diplomatic and pleasant under stressful conditions.

Application Details:

Interested applicants should submit a resume and cover letter highlighting the skills and experience you would bring to this position and the reason for your interest.

The position is open to all qualified applicants with preference given to Huu-ay-aht citizens and family members. The successful applicant will be a local resident or be willing to relocate to the Bamfield area.

Submit your application to:

In Person to: 4576 Adelaide St, Port Alberni, BC V9Y 6N4.

Via email to: hradvisor@huyuayaht.com (MS Word or .pdf format only)

Via fax to: 778-421-2664

Closing Date: Position will remain open until fulfilled.

We thank you for your interest, however, only candidates selected for an interview will be contacted.
