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Correct Job Advertisement

Red Mountain Village Properties Ltd. (#556801)

To correct the information, please select the appropriate title link.

Job Title:

Reservations supervisor - hotel
NOC #6216

Terms of Employment:

Permanent, Full Time, Overtime, Day, Evening, Shift, Weekend, Night

Salary:

\$14.00 Hourly, for 37.50 Hours per week

Anticipated Start Date:

2010/07/15

Location:

Trail / Castlegar, British Columbia (1 vacancy)
Rosland, British Columbia

Skill Requirements:

Education:

Completion of high school

Credentials (certificates, licences, memberships, courses, etc.):

Front Desk Agent Certification, Reservation Sales Agent Certification

Experience:

Experience an asset

Languages:

Speak English, Read English, Write English

Work Setting:

Hotel or motel

Workers Supervised:

Hotel accommodation service clerks, Reservation clerks

Specific Skills:

Co-ordinate, assign, supervise and review activities of workers, Establish work schedules and procedures,

Co-ordinate activities with other work units or departments, Resolve work related problems, Prepare and submit progress and other reports, Train workers in job duties, safety procedures and company policies, Ensure smooth operation of computer equipment and machinery, Ensure safety of workers and guests, Requisition supplies and materials, Arrange for maintenance and repair work

Work Conditions and Physical Capabilities:

Work under pressure, Fast-paced environment, Combination of sitting, standing, walking, Standing for extended periods

Ability to Supervise:

5-10 people

Other Languages:

German

Essential Skills:

Reading text, Document use, Numeracy, Writing, Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning

How to Apply:

By Mail:

1007 Mountain View Road, suite Box816
rossland, British Columbia
VOG 1Y0

In Person between 9:00 and 17:00:

1007 Mountain View Road
Rossland, British Columbia
VOG 1Y0

Other Display Options:

Please note that your employer name will be displayed on this job advertisement.

Do you want your business profile displayed? Yes

Do you want your company website displayed? Yes

[Select this link to add more information.](#)

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