



# Bruce Anchor Motel & Cottage Rentals

7468 Hwy 6 | Tobermory, ON | N0H 2R0

519-596-2555 | [www.bruceanchor.com](http://www.bruceanchor.com)

## **POSITION TITLE: Front Desk Clerk**

Reports to: Bruce Anchor Motel & Cottage Rentals Manager

Location: Tobermory, ON

**Position Title:** Front Desk Clerk

### **Position Overview:**

We are a team of professionals passionate about delivering the highest quality and service to our guests, many of which are traveling from all over the world. Here at Bruce Anchor Motel & Cottage Rentals we are committed to excellence. It is our mission to provide a quality experience for each and every guest the first time and every time.

Front Desk Clerks are the face of Bruce Anchor Motel & Cottage Rentals.

To be considered for this role, we ask that you have some customer service experience, the ability to work well in a team environment yet have a reasonable degree of independence, knowledge of computer operation, the flexibility to work long hours, evenings and weekends until and including Labour Day weekend, and a demonstrated value for commitment.

Because the daily operation of Bruce Anchor Motel & Cottage Rentals can change from day to day, Bruce Anchor Motel & Cottage Rentals reserves the right to alter or include other duties as required.

### **Duties and Responsibilities:**

- Greet and register guests.
- Answer inquiries and make recommendations pertaining to hotel services, local attractions, shopping, or dining.
- Take reservations for room and cottage rentals, as well as boat tours.
- Respond to email inquiries.
- Wash, dry, and fold laundry.
- Monitor grounds and enforce policies such as noise levels, etc.