

Cluxewe Resort is looking for a 3 Front desk clerks

Job Description

Job Title: Front Desk Clerk

Department: Accommodations

Reports to: Resort Manager

Essential duties and responsibilities include the following;

- 1. Meeting, greeting and helping guests.**
- 2. Taking reservations and booking guests.**
- 3. Selling items in the gallery/ gift shop**
- 4. Checking the campground periodically for site statuses.**
- 5. Cleaning and keeping the office clean and tidy.**

Minimum Qualifications

- 1. Good with customers.**
- 2. Good organization skills.**
- 3. Must be warm and personable.**
- 4. Must be comfortable using various computer programs**
- 5. Accounting/book keeping skill's.**
- 6. Ability to multi-task.**
- 7. Able to work with other people.**

Please apply in person or email us your resume and cover letter

Dead line to apply: April 30th 2017