



# NORTHERN ROCKIES LODGE

The Alaska Highway's Premier Hotel  
Mile 462 Alaska Hwy, Muncho Lake Provincial Park, BC

## Hotel Front Desk Clerk

**Job Type:** Full-time (34-40 hours per week), seasonal or year-round terms

**Perks:** \$200 bonus awarded at end of each month for successful completion of contract, \$400 room and board per month available, Northern Tax Allowance (Canada Gov.), staff have opportunities to join one of our premier floatplane tours

### Why work for us

Work for the largest and most impressive lodge on the Alaska Highway and Muncho Lake Provincial Park located in the heart of British Columbia's largest protected area, the Muskwa-Kechika. Our floatplane operation welcomes fishing & tour guests from around the world who come to our lodge to experience the best wilderness gateway in Canada's North.

### About this job

We are seeking a front desk attendant that is willing to also help out in other departments when needed (i.e. restaurant and housekeeping). The front Desk staff are the face of our business. An intricate knowledge of all packages, special offers, tours, various classes of accommodations and RV sites will be required. It is imperative that Front Desk staff be friendly, greet people on entering the building, and strive to make a customer's visit to the Northern Rockies Lodge most enjoyable. The same applies when serving our guests in the restaurant.

### Responsibilities

- Operate front desk with minimal supervision
- General office duties including filing and billing
- Greet customers at entrance – make them aware of hotel, restaurant, gas station, RV campground and floatplane tours
- Answer phones, reply to email inquiries
- Operate gas station from front desk gas console
- Front desk nightly audit and record keeping of statistics with Microsoft Excel
- Operate cash machine and restock gift shop
- Assisting in other hotel departments when needed

### Requirements:

- Native / near-native level of English
- Previous experience working hotel front desk or office reception
- Demonstrates good knowledge of customer service and has excellent computer skills
- Canadian citizen / permanent residence or have a valid work visa

### Pluses:

- Marketing and/or IT experience, design experience in Adobe Photoshop
- Speak another language, especially German and French
- Tourism or marketing degree and / or practicum

Apply through our online application form at [www.nrlodge.com/employment](http://www.nrlodge.com/employment)

Mailing address: Box 8, Mile 462 Alaska Highway, Muncho Lake, B.C. Canada V0C 1Z0

Toll-Free: 1-800-663-5269 • Phone: 250-776-3481 • Fax: 250-776-3482

Website: [www.nrlodge.com](http://www.nrlodge.com) • Email: [info@nrlodge.com](mailto:info@nrlodge.com)