

VACANCY: SUMMER ACCOMMODATION CLERK (3 positions)

DEPARTMENT OF RESIDENCE LIFE

Salary: \$12/hour

Volume: 20-35h/week, primarily weekday evenings and weekend days and evenings.

Note: This is a temporary seasonal position effective May 1 until August 24, 2014

SCOPE

Reporting to the Coordinator, Summer Accommodation, successful candidates will provide exceptional front-line customer service to guests and clients of the Summer Accommodation program at Concordia University's several residences. Customer Service Representatives will provide administrative support to the Coordinator and will regularly perform custodial duties.

PRIMARY RESPONSIBILITIES

- Welcome guests and visitors to the residence; provide information and attention to their various needs.
- Conduct payment transactions and submit a balanced shift cash-out and reconciliation.
- In concert with the Custodial staff, perform housekeeping duties which include, but are not limited to: the cleaning of rooms, the collection and sorting of linens, and the making of beds.
- Using RoomKey Property Management software, take reservations, manage in-house guest accounts, allocate guest rooms, and record financial transactions.
- Practice thorough and effective communication with the entire staff using the Log Book.
- Respond to after-hours emergency calls from guests and/or Concordia Security.
- In the absence of the Coordinator, maintain the operations and continuity of services.
- Perform other duties in support of the operation of the unit.

REQUIREMENTS

- Minimum two years of work experience in a cash-handling, customer service-oriented position. Hospitality experience preferred.
- Excellent spoken and written English; intermediate spoken and written French.
- Good knowledge of the culinary, recreational, cultural, and commercial features in the vicinity of Concordia University's two campuses, as well as good knowledge of Montreal's transit system and summer cultural life.
- Intermediate knowledge of Microsoft Word and Outlook (for written communications and signage) and basic knowledge of Excel (to create and manage spreadsheets).
- Availability to work most evenings and weekends for the duration of the employment period.
- Excellent organizational, interpersonal, problem-solving, and communication skills, with the ability to deal patiently and sensitively with diverse individuals.
- Strong initiative and ability to work efficiently and effectively in the absence of direct supervision.
- Experience with a Property Management application (eg. RoomKey, Opera, IQpms) preferred but not required.

Please send your curriculum vitae with a cover letter by 17:00 on Tuesday, March 11, 2014, to Jordan Jenkins, Coordinator, Summer Accommodation, at jordan.jenkins@concordia.ca, or in person at the Grey Nuns Residence at 1185 rue St-Mathieu, suite J-107.